DOCUMENT RESUME

ED 146 917 IR 005 388

AUTHOR Putnam, Nancy, Ed.; And Others
TITLE Syracuse University Libraries Technical Procedures Manual.
INSTITUTION Syracuse Univ., N.Y. Univ. Libraries.
PUB DATE 77
NOTE 278p.; Best copy available

EDRS PRICE MF-$0.83 HC-$15.39 Plus Postage.
DESCRIPTORS Library Acquisition; Library Administration; Library Circulation; *Library Collections; Library Materials; *Library Technical Processes; *Manuals; On Line Systems; Program Descriptions; University Libraries
IDENTIFIERS *Syracuse University NY

ABSTRACT

Technical procedures of Syracuse University Libraries are described in this manual which is divided in two parts: (1) description of the general organization of Syracuse University Libraries collections and the various ways to obtain access to them; and (2) detailed technical procedures to be followed when adding or removing material from the collections. Topics considered in the first part include administrative organization and department descriptions, and access to the collections through four basic tools--card catalogs, kardexes, periodical printouts, and the automated system, SULIRS. Part Two, describing the technical procedures, provides information on collection acquisition, including pre-order searching and bibliographic tools, ordering, collection maintenance, circulation, and inventory. The manual will be revised as necessary. A glossary and complete subject index to both parts are included. (Author/KP)

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SYRACUSE UNIVERSITY LIBRARIES

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TECHNICAL PROCEDURES MANUAL

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edited and compiled by

Nancy Putnam
Laurie Reith
Anne Edwards
Molly Ostwald
Betty Jo Lee

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Syracuse, New York

1977

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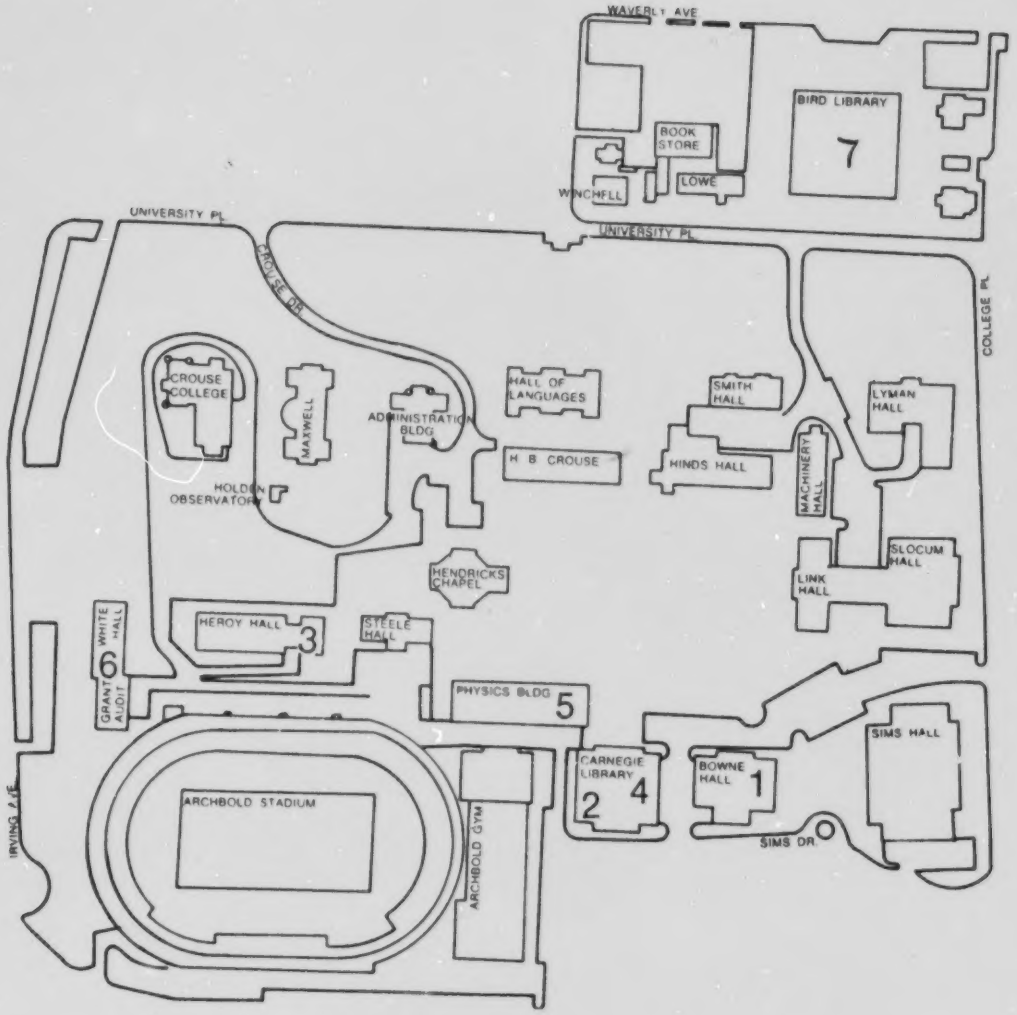

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2. ENGINEERING AND LIFE SCIENCES LIBRARY
3. GEOLOGY LIBRARY
4. MATHEMATICS LIBRARY
5. PHYSICS LIBRARY
6. LAW LIBRARY
7. BIRD LIBRARY

SYRACUSE UNIVERSITY LIBRARIES

TECHNICAL PROCEDURES MANUAL

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PREFACE

The need to have written technical procedures for Syracuse University Libraries has long been recognized by both administration and staff. This manual has been produced through a cooperative effort; staff members have contributed long hours of concentrated work and the administration has contributed substantial financial and psychological support.

This manual is not intended to be a one-time effort, however. Technical Procedures change as rapidly as does modern technology. The real usefulness of this manual, therefore, does not lie within these pages alone, but within the procedures established to keep these pages updated. It is the sincere hope of the original committee members that the technical procedures manual committee will continue to operate indefinitely to provide continual review and revision as necessary.

The committee wishes to thank the many staff members who contributed to this manual and our special thanks are extended to Betty Gifford who spent long hours typing from a very difficult manuscript.

Committee Members

Anne Edwards, Humanities Department Head

Linda Hassett, Law Library Reference Librarian

Betty Jo Lee, Bibliographic Searcher, Humanities

Molly Ostwald, Catalog Coordination Department Head

Nancy Putnam, Acquisitions Department Head, Chairman

Laurie Reith, Catalog Maintenance Librarian

Judith Russell, Bibliographic Searcher, Fine Arts

INTRODUCTION

TECHNICAL PROCEDURES AT SYRACUSE UNIVERSITY LIBRARIES

Technical procedures as described in this manual include the functions involved in the acquisition and cataloging of materials. Unlike many other large university libraries, the technical procedures at Syracuse University Libraries are not exclusively functions of the Acquisitions and Cataloging Departments, but rather they involve participation by the various subject departments as well. Order requests are initiated by subject departments and pre-order bibliographic searching is performed within each department. After searching, orders are forwarded to the Acquisitions Department where vendor assignment and centralized order processing by computer occurs.

After the computer generated orders are produced, in process information is maintained in a computer system called SULIRS (Syracuse University Library Information Retrieval System). This is updated at various stages, and eventually will reflect complete cataloging data.

Technical procedures alone are not sufficient to assure efficient and expeditious acquisition of material. The people who follow those procedures must understand the primary aim of the Libraries and they must know how the material already available in the Libraries is organized and how to access it. This manual is therefore divided into two basic parts. The first part describes the general organization of Syracuse University Libraries collections and the various ways to obtain access to the collection. The second part details the technical procedures to be followed when adding or removing material from the collection. In all cases, it is the index that provides the most important access to information contained in the manual.

REVISION

REVISION OF THE TECHNICAL PROCEDURES MANUAL

Two manual revision coordinators - one from Technical Services and one from Collections Development - will be appointed by the Director of Libraries. These coordinators will work with the Assistant Director for Technical and Automated Services in preparing manual revisions or additions and coordinating distribution. Revisions or additions to the manual will be issued as necessary by the Assistant Director for Technical and Automated Services.

Recommendations for improving the existing text - clarifying ambiguous passages, correcting typographical errors, etc., should be sent to the Assistant Director for Technical Services.

Official memoranda, whose effect is to introduce new procedures or to alter existing ones, will periodically be incorporated as revisions to the manual.

Every manual issued will have a unique number. Revisions will be given a corresponding number and will be sequentially numbered to indicate the date of revision. Filing of revisions and supplements will be the responsibility of the department to which the manual was originally issued.

Syracuse University Libraries * * * * * * Technical Procedures Manual

Subject: Library Collections - Organization
Section: I.A Pages: I.A1 - I.A-21 Effective Date: June 1, 1977 Revised Date:

Table of Contents for the use of Section I.A Library Collections - Organization

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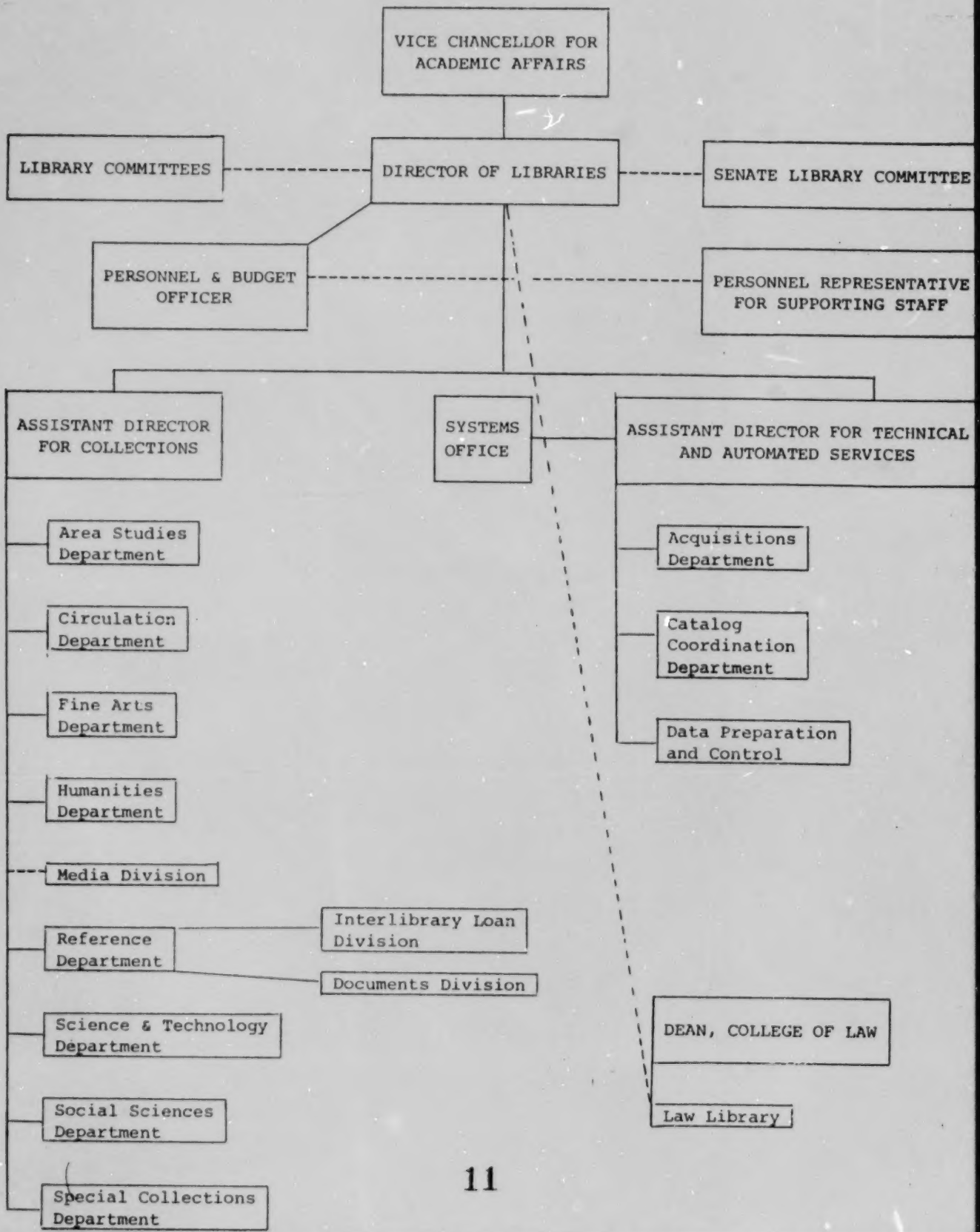
ADMINISTRATIVE ORGANIZATION

The administrative organization of the Libraries as they are presently constituted is presented on the chart on the following page. The offices of the Director and the Assistant Director for Collections are located in Room 100 of Bird Library. The office of the Assistant Director for Technical and Automated Services is located in Room B109A in the basement of Bird Library.

Personnel administration is coordinated through two offices. The Personnel Office for professionals is Room 100 Bird and for non-professionals and the supporting staff the Personnel Office is Room 111 Bird.


VICE CHANCELLOR FOR ACADEMIC AFFAIRS
LIBRARY COMMITTEES
DIRECTOR OF LIBRARIES
SENATE LIBRARY COMMITTEE
PERSONNEL & BUDGET OFFICER
PERSONNEL REPRESENTATIVE FOR SUPPORTING STAFF
ASSISTANT DIRECTOR FOR COLLECTIONS
SYSTEMS OFFICE
ASSISTANT DIRECTOR FOR TECHNICAL AND AUTOMATED SERVICES
Area Studies Department
Circulation Department
Fine Arts Department
Humanities Department
Media Division
Reference Department
Interlibrary Loan Division
Documents Division
Science & Technology Department
Social Sciences Department
Special Collections Department
Acquisitions Department
Catalog Coordination Department
Data Preparation and Control
DEAN, COLLEGE OF LAW
Law Library

DESCRIPTION OF COLLECTIONS

The Libraries include the main E. S. Bird Library and six separately housed branch libraries. The total number of volumes in the collection is approximately 1,600,000. The map ~~inside the cover~~ on page 1 shows the location of these library buildings. The material collected by the Libraries is arranged on the shelves by subject according to the Library of Congress Classification System. Prior to 1962 the Dewey Decimal System was used and a considerable amount of material is still shelved according to Dewey call numbers.

Within Bird Library the individual floors are arranged to accommodate specific subject areas. In general, each of the ~~first five~~ floors in 2-5 in Bird Library has in common:

Bibliographers
Bound Periodicals
Information Desk
Uncataloged Books
Cataloged Books

An outline of the specific collections kept on each floor or branch is given onpages I.A-4 - I.A-20. See also the Location of Materials chart on page I.A-21.

NAME: General Collection

LOCATION: Basement Bird Library

COLLECTION: Collection includes current periodicals, newspapers, bound periodicals, microfilm Rand Corporation material, general interest books, media (including audio tapes, filmstrips, tape/slide units and video tapes).

Subjects	LC Call Nos.	Dewey Call Nos.
General Works	A - AZ	None

REFERENCE TOOLS OF SPECIAL INTEREST

Readers' Guide
New York Times Index
Christian Science Monitor Index
Wall Street Journal Index
Washington Post Index
London Times Index

SPECIAL SERVICES

Copy Services - copying facilities for library patrons and staff - Room B-103

Microfilm Room - collection of microfilm and some MICRO Fiche and facilities for use, located to left of Copy Services. Rm B-102

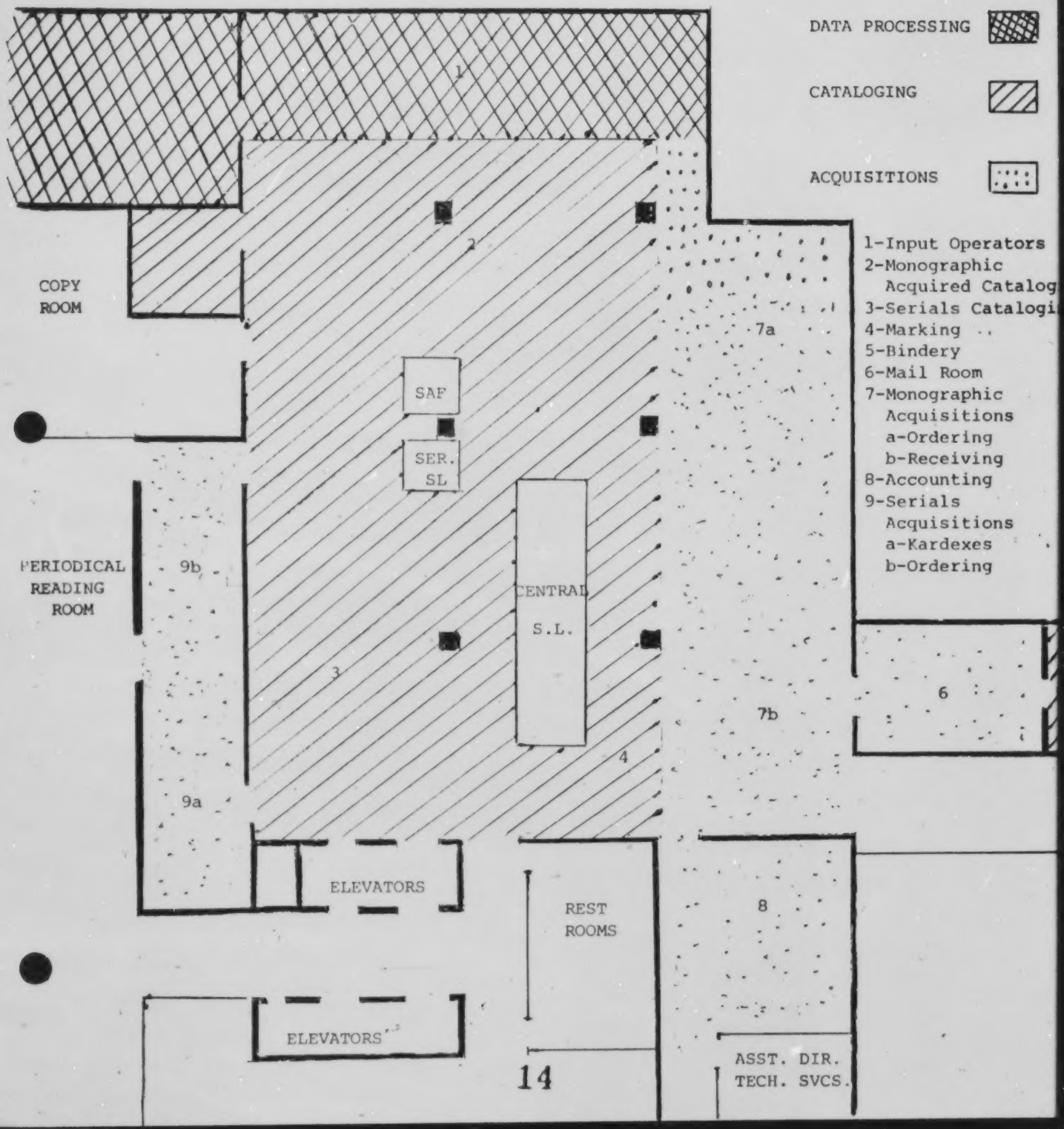
Media Services - supplies information about library media collections - Rm B101

Note:

The basement is also the location of Technical Services, including the Acquisitions, Catalog Coordination and Data Processing Departments. A floor plan of Technical Services appears on the following page.

FLOOR PLAN OF TECHNICAL SERVICES

BASEMENT-- BIRD LIBRARY



NAME: Reference

LOCATION: 1st Floor Bird Library

COLLECTION: Collection includes non-circulating reference books, indexes, bibliographies, bibliographic searching tools, telephone books, college catalogs, documents, microforms.

Subjects	LC Call Nos.	Dewey Call Nos.
All inclusive	A - Z	None

REFERENCE TOOLS OF SPECIAL INTEREST

Over 75 abstracts and periodical indexes; national trade, current and retrospective bibliographies.

SPECIAL SERVICES

Ready Reference - the most frequently used reference books - located in section behind the Reference Desk.

Searcher's Area - the most frequently employed ~~used~~ bibliographic tools in searching - located outside Room 111.

Documents - staff who will assist patrons in using the Documents Collection are located in the Documents Office - Room 117. Special indexes to help provide access to Documents Collection are located in study carrels east of office.

Interlibrary Loan - service to lend to other libraries and to borrow materials not owned by Syracuse University (Libraries) located in Room 116.

Computer Services

BIOSIS - Biological Abstracts & Biological Research Index
CAIN - Agriculture & Nutrition
Chemical Abstracts Condensates
Computer and Control Abstracts
Electrical and Electronic Abstracts
ERIC - Educational Resources Information Center
Inform - Business
MEDLARS - Medical Literature Analysis & Retrieval System
NTIS - National Technical Information Service
Physics Abstracts
Psych Abstracts
Inspec - engineering, Physics, computer science
Pollution Abstracts - Environmental Science
Doctoral Abstracts - Doctoral Dissertations

The first floor also houses: author and title catalog, subject catalog, the Administrative Offices, Room 100, Catalog Maintenance Office, Room 110, University Personnel Office for ~~Libraries~~, Room 111.
non-professional + support staff

NAME: Fine Arts

LOCATION: 2nd Floor Bird Library

COLLECTION: Collection includes books, musical scores, bound periodicals, picture file, mounted photos, exhibition catalogs, some microforms, slides, records and tapes.

Subjects	LC Call Nos.	Dewey Call Nos.
Music	M - MT	780-789
Fine Arts (including Architecture)	N - NX	700-709, 712-779
Photography	TR	770
Handicrafts	TT	

REFERENCE TOOLS OF SPECIAL INTEREST

Architectural Index
Architecture Products Catalogs
Art Index
Columbia University. Libraries. Avery Architectural Library. Avery Index to Architectural Periodicals
Harvard University. Graduate School of Design. Catalog of the Library
Repertoire d'art et d'archaelogie

Boston. Public Library. Dictionary Catalog of the Music Collection
Music Article Guide
Music Index
New York Public Library. Reference Department. Dictionary Catalog of the Music Collection
International Repertory of Music Literature. RILM Abstracts of Music Literature
Deutscher Büchereiverband. Arbeitsstelle für das Bücheraiwesen. Zeitschriftendienst Musik

SPECIAL SERVICES

Audiovisual Carrels - containing audiovisual equipment for self instruction.
Catalogs - for Dewey oversize housed on 6th floor, oversize reproductions, picture file, worldwide exhibition catalogs located in Room 205.
Record Listening Room (entered through Room 214) - houses record collection, listening equipment.
Slides - collection of 120,000 slides for use of faculty and graduate students only. Slide Room staff in Rooms 205A and 206.

The 2nd floor also houses the Circulation and Reserve Desks.

NAME: Humanities

LOCATION: 3rd Floor Bird Library

COLLECTION: Collection includes books, bound periodicals and some microforms

Subjects	LC Call Nos.	Dewey Call Nos.
Bibliography	Z	000-099
Journalism	PN4700	070-072
Languages (Western)	P-PF	400-489
Information & Library Science	Z	000-099
Literature (Western)	PM-PZ	800-889
Philosophy	B-BE, BG-BJ	100-199
Psychology	BF	150
~~Psychiatry~~	~~RC321-RC630~~	~~None~~
Religion	BL-BX	200-299
Speech, Drama		
Television, Radio, Film		

REFERENCE TOOLS OF SPECIAL INTEREST

Annales du theatre et de la musique, 1875-1916 (microfiche)

Berquist, G. Three Centuries of English and American Plays, a checklist. England: 1500-1800, United States: 1714-1830

Catalog of Selected Documents in Psychology (microfiche)

Corpus Scriptorum Ecclesiasticorum Latinorum, 1886-1913 (microfiche)

Mass Communications Bibliography (card file)

Modern Language Association of America. MLA International Bibliography of Books and Articles on the Modern Languages and Literatures

19th Century American Literature Series

Psychological Abstracts

Simmon's Market Research Reports

Target Group Index

University Microfilms, Ann Arbor, Mich. English Books, 1475-1640 (Pollard and Redgrave)

University Microfilms, Ann Arbor, Mich. English Books, 1641-1700 (Wing)

SPECIAL SERVICES

Microform Viewing Room

NAME: Social Sciences

LOCATION: 4th Floor Bird Library

COLLECTION: Collection includes books, bound periodicals, some microforms, pamphlet file, business service statistics

Subjects	LC Call Nos.	Dewey Call Nos.
Economics	HB-HD	
Education	L-LV	370
Law	K-KG	340
Political Science	J-JX	320
Social Sciences	H-HX	300-399, 650-659, 710-711

REFERENCE TOOLS OF SPECIAL INTEREST

Congressional Quarterly Almanac

Congressional Quarterly, Inc. CQ Weekly Report

Corporation Reports - business on ASE and NYSE 10K report for government of companies on NYSE (microfiche)

ERIC (Educational Resources Information Center) microfiche and indexes

Funk and Scott Index of Corporations and Industries

Latin American Documents (selected books from Latin American literature of 1960's)

Microcards of Health, physical education and recreation research papers (U. S. dissertations and masters theses)

~~Microcards of International Relations Research papers (in language of country in which written)~~

New Masses (microcards)

Social Science Citation Index

SPECIAL SERVICES

Room 455 Microform Viewing Room

Room 404 is equipped for visually handicapped students.

There is a coin operated typewriter rental room.

NAME: Area Studies

LOCATION: 5th Floor Bird Library

COLLECTION: Collection includes books, bound periodicals, some microforms, maps, and Syracuse University Masters Theses (arranged by author's last name)

Subjects	LC Call Nos.	Dewey Call Nos.
Anthropology	GD-GT	571-573
Folklore	GR	571-573
Geography	G-GB397	None
History - Auxilliary Sciences	C-CT)	
History - General, Old World	D-DX)	900-999
History - America	E, F)	
Languages - Slavic, Oriental,) African)	PG-PL	(490-499
Literature - Slavic, Oriental,) African)		(890-899
Military Science	U-UH	None
Naval Science	V-VM	None
Recreation	GV	790-799

Map and Atlas Collection

Contains 100,000 maps (topographic maps, road maps, political maps, city maps, geologic maps and other special maps).

REFERENCE TOOLS OF SPECIAL INTEREST

Acta Borussica - microfiche sources for history of 18th century Prussia

Canadian Parliamentary Guide, 1862-1912 (microfiche)

Human Relations Area Files (HRAF) (microfiche)

Medieval Papal Registers - Alexander IV, Honorius III, Gregory IX, Innocent III and Innocent IV (1198-1254)

Russian Historical Sources (microcard)

Spanish and Portuguese Bibliographies

U. S. Library of Congress. Cyrillic Union Catalog (microprint)

SPECIAL SERVICES

Microform Viewing Room

Room 552 contains a lighted reading table for map reading.

NAME: George Arents Research Library for Special Collections

LOCATION: 6th Floor Bird Library

COLLECTION: The George Arents Research Library for Special Collections is a non-circulating library of unique and rare archival, manuscript, and printed materials which are available for research in the Von Ranke Reading Room. GARL divisions maintain their own card catalogs. Formerly, cataloged Rare Book Division materials as well as some Manuscript Division materials were entered by main entry in the central catalog on the first floor of Bird Library. However, full access to the materials within these divisions is now available only in the Arents Library through its card catalogs, registers, inventories, and lists. Many of the manuscript and archival collections are housed in a separate building, and it is sometimes necessary for a researcher to wait for material to be brought to the sixth floor or to visit the other building. Details for these procedures will be furnished by the Arents staff.

RARE BOOK COLLECTION

Works of established and potential rarity, with special emphasis on literature and history. It also builds collections in specific areas, notably in fine printing, Methodist history, science fiction, and utopian communities.

MANUSCRIPT COLLECTION

Original materials in such fields as art, business, literature, public administration, mass communication, religion, American history (excluding genealogy and local history), and the history of continuing education, from local, national and international sources.

SYRACUSE UNIVERSITY ARCHIVES COLLECTION

Contains the non-current records of the University from its inception including general administrative records from the offices of the Chancellor, Academic Affairs, University Relations, and Student Affairs; minutes, correspondence, and reports of the University's schools and departments; personal papers of faculty members; publications, including those of students, alumni groups, and societies; Syracuse University theses and dissertations; and photographs of the University.

COLLECTIONS OUTSIDE BIRD LIBRARY

The Engineering and Life Sciences Library is the central branch library for the sciences. There are four subbranches - Chemistry, Geology, Mathematics and Physics. Any number may be located in any of the science branches. The branch names CHEM, GEOL, MATH, SCI COLL or PHYSICS will be stamped above the call number to indicate the location. Call numbers stamped SCI COLL will be located in the Engineering and Life Sciences Library. For the location of materials stamped NAT SCI consult a librarian in the Engineering and Life Sciences Library.

Audio Archives is also a formal part of Syracuse University Libraries. although the collection is located in the Annex on East Water Street.

The Law Library, which had been formally affiliated with Syracuse University Libraries in the past, became autonomous December 1, 1976.

Other separate but important collections include:
Architecture Reading Room - Slocum Hall
Gerontology - Brockway Hall

Educational Resources Information Center (ERIC) Clearinghouse - Huntington Hall

NAME: Engineering and Life Sciences Library

LOCATION: First floor of Carnegie Building

COLLECTION: 198,000 volumes (420,000 pieces microforms)

Subjects:

- Agriculture
- Bacteriology
- Biochemistry
- Botany
- Chemical Technology and Materials Science
- Computers and Data Processing
- Engineering
- Environment
- General Sciences & Technology
- History & Philosophy of Science
- Immunology
- Medicine
- Microbiology
- Mining & Metallurgy
- Nutrition & Cookbooks
- Physical Geography
- Physiology
- Zoology
- Psychiatry

LC Call Numbers

In general, between Q and TY, but there may also be other numbers.

Dewey Call Numbers

In general, between 500 and 699, but there may also be other numbers.

REFERENCE TOOLS OF SPECIAL/INTEREST

Biological Abstracts
Index Medicus
Zoological Record
Science Citation Index
Applied Science & Technology Index
Engineering Index
Government Reports Announcements & Indexes
~~Nuclear Science Abstracts~~
Nutrition Abstracts

SPECIAL SERVICES

Computer Services

BIOSIS - Biological Abstracts and Biological Research Index
CAIN - Agriculture + Nutrition
Chemical Abstracts Condensates
Computer and Control Abstracts
Electrical and Electronic Abstracts
ERIC - Educational Resources Information Center
Inform (business)
MEDLARS - Medical Literature Analysis and Retrieval System
NTIS - National Technical Information Service
Physics Abstracts
Psych Abstracts
Inspec - engineering, physics, computer science

Pollution Abstracts Environmental Science
Doctoral ~~Dissertation~~ Abstracts
Doctoral Dissertations

NAME: Chemistry Library

LOCATION: 308 Bowne Hall

COLLECTION: 24,000 volumes

Subjects	LC Call Nos.	Dewey Call Nos.
- General Chemistry)		
- Analytical Chemistry)		
- Inorganic Chemistry)	QD1-899	
- Organic Chemistry)		
- Physical Chemistry)		
- Crystallography	QD900-999	

REFERENCE TOOLS OF SPECIAL INTEREST

Chemical Abstracts (C.A.)
Chemical Abstracts Service Source Index (CASSI)
(periodicals indexed by C.A.)
Chemical & Engineering News

NAME: Geology Library

LOCATION: 300 Heroy Geology Laboratory

COLLECTION: 18,000 volumes (75% serials & periodicals)

Subjects	LC Call Nos.	Dewey Call Nos.
- Economic Geology - Geomorphology - Geophysics - Mathematical Geology	GB398-GC	
- Mineralogy	QC801-805	
- Paleontology) - Paleozoology)	QE1-999	
- Crystallography	QD900-999	
- (Specifically excluded: cartography, hydrology, mining engineering, oceanography and remote sensing)		

REFERENCE TOOLS OF SPECIAL INTEREST

Bibliography and Index of Geology
Bibliography of Congressional Geology
Fieldtrip Guidebook of North America: A Union List
Index of State Geological Survey Publications Issued in Series
Lexique Stratigraphique International

NAME: Mathematics Library

LOCATION: 308 Carnegie Building

COLLECTION: 24,000 volumes (approximately 40% periodicals and serials)

Subjects	LC Call Nos.	Dewey Call Nos.
- Mathematics	QA	
- Statistics	HA	

REFERENCE TOOLS OF SPECIAL INTEREST

Index to Mathematical Papers
CRC Handbook of Tables for Mathematics
Guide to Tables in Mathematical Statistics
Mathematical Reviews
Jahrbuch Uber Die Fortschritte Der Mathematik
Zentralblatt fur Mathematik und ihre Grenzgebiete
SIAM Review
American Mathematical Monthly
Current Mathematical Publications

NAME: Physics

LOCATION: 203 Physics Building

COLLECTION: 17,000 volumes

Subjects	LC Call Nos.	Dewey Call Nos.
- Physics - Astronomy	QB - QC 849	

REFERENCE TOOLS OF SPECIAL INTEREST

Handbuch der Physik
Physics Abstracts
Current Physics Index

NAME: Audio Archives

LOCATION: Annex, 1009 East Water Street

COLLECTION: The Syracuse University Audio Archives is one of the five major sound archives in the United States and one of six such archives in North America. The others are at the Library of Congress, the New York Public Library and the universities of Stanford, Toronto and Yale. The collection at Syracuse University amounts to over 200,000 phonodiscs, some 2,500 tapes and about 3,000 cylinders. The subjects included are far-ranging, from jazz, theater, politics, sports, folk music, film sound tracks, marches, classical symphonies and operas, radio and TV programs, etc. In time they range from cylinders of the 1890's to discs of the present. This archive includes a substantial collection of Edison Diamond Discs 1912-1929, amberol cylinders of the early 20th century, rare 17" recordings of the Metropolitan Opera in the 1930's and 1940's and other significant and in many cases unique recordings.

NAME: William C. Ruger Law Library

LOCATION: E. I. White Hall

COLLECTION: 101,000 volumes

- Anglo-American Law
- International Law
- Foreign Law

Materials in Law Library are accessible through the catalog in the Law Library. Only a small number of items are accessible through the Bird Library Catalog.

REFERENCE TOOLS OF SPECIAL INTEREST

American Digest System
Congressional Index
Current Publications in Legal & Related Fields
Index to Legal Periodicals
Law Books in Print
New York Legislative Record & Index

NAME: Educational Resources Information Center (ERIC) Clearinghouse on Information Resources

LOCATION: Huntington Hall, Rooms 127-137

COLLECTION: The Educational Resources Information Center (ERIC) Clearinghouse on Information Resources was transferred to Syracuse University from Stanford University on 1 January 1977.

The Syracuse Clearinghouse will be responsible for the area of educational technology, library science and information science and will serve the needs of teachers, administrators, policy makers, program planners, researchers and students. Specialists in these areas will also be users of the Syracuse University Clearinghouse which is part of a nationwide computer-based information system in the field of education. A complete file of the ERIC microfiche is available at the Clearinghouse. For the first six months ERIC/IR will be providing limited service to the University community. There will be a publications section which will provide information to all users of the ERIC system. There is no intention to provide library services from this Clearinghouse since it is not allowed under the government contract.

LOCATION OF MATERIALS

DEWEY DECIMAL

000-299. . . . . 3 fl. Bird, Humanities
300-399. . . . . 4 fl. Bird, Social Science
400-489. . . . . 3 fl. Bird, Humanities
490-499. . . . . 5 fl. Bird, Area Studies
500-547. . . . . Engineering & Life Sciences
548-551.45 . . . Geology, Heroy Hall
551.46-551.99. . Engineering & Life Sciences
552-569. . . . . Geology, Heroy Hall
570. . . . . Engineering & Life Sciences
571-573. . . . . 5 fl. Bird, Area Studies
574-599. . . . . Engineering & Life Sciences
600-649. . . . . Engineering & Life Sciences
650-659. . . . . 4 fl. Bird, Social Science
660-699. . . . . Engineering & Life Sciences
700-709. . . . . 2 fl. Bird, Fine Arts
710-711. . . . . 4 fl. Bird, Social Science
712-789. . . . . 2 fl. Bird, Fine Arts
790-799. . . . . 3 fl. Bird, Humanities
800-889. . . . . 3 fl. Bird, Humanities
890-899. . . . . 5 fl. Bird, Area Studies
900-999. . . . . 5 fl. Bird, Area Studies

Some call numbers are preceded by obsolete branch symbols or branch names. These are:

AS	HL-B	Mo
BH	JB	PB
CB	LE	SH
Ci	LH	SH-A
Hi	Ma	UC

OR

Arch.	Bus. Ad. Lib.	Cit. Lib.
Education	Journalism	Leisure Reading
Lib. Sci.	Univ. Coll.	Art Lib.

Both these branch symbols and branch names should be disregarded. Materials will be located according to their call numbers.

LIBRARY OF CONGRESS

A thru AZ. . . .Basement, Bird
B thru BX. . . .3 fl. Bird, Humanities
C thru CT. . . .5 fl. Bird, Area Studies
D thru DX. . . .5 fl. Bird, ARea Studies
E. . . . . .5 fl. Bird, Area Studies
F. . . . . .5 fl. Bird, Area Studies
G thru GB397 . .5 fl. Bird, Area Studies
GB398 thru GC. .Engineering & Life Sciences
GD thru GV . . .5 fl. Bird, Area Studies
H thru HX. . . .4 fl. Bird, Social Science
J thru JX. . . .4 fl. Bird, Social Science
K thru KG. . . .4 fl. Bird, Social Science
L thru LV. . . .4 fl. Bird, Social Science
M thru MT. . . .2 fl. Bird, Fine Arts
N thru NX. . . .2 fl. Bird, Fine Arts
P thru PF. . . .3 fl. Bird, Humanities
PG thru PL . . .5 fl. Bird, Area Studies
PM thru PZ . . .3 fl. Bird, Humanities
Q thru QC801 . .Engineering & Life Sciences
QC801 thru 805 .Geology, Heroy Hall
QC851 thru 999 .Engineering & Life Sciences
QD1 thru 899 . .Engineering & Life Sciences
QD900 thru 999 .Geology, Heroy Hall
QE1 thru 999 . .Geology, Heroy Hall
QH thru QR . . .Engineering & Life Sciences
R thru RZ. . . .Engineering & Life Sciences
S thru SK. . . .Engineering & Life Sciences
T thru TJ. . . .Engineering & Life Sciences
TR . . . . . .2 fl. Bird, Fine Arts
TS . . . . . .Engineering & Life Sciences
TT . . . . . .2 fl. Bird, Fine Arts
TU thru TX . . .Engineering & Life Sciences
U thru UH. . . .5 fl. Bird, Area Studies
V thru VM. . . .5 fl. Bird, Area Studies
Z. . . . . .3 fl. Bird, Humanities

ANY CALL NUMBER stamped with branch names - CHEM., PHYSICS, MATH., ENGINEERING, or LAW - will be located in those libraries. Call numbers marked SCI. COLL. will be located in the Engineering and Life Sciences Library. For the location of materials stamped NAT. SCI., please consult the librarian.

Subject: Library Collections - Access

Section: I.B **Pages:** I.B-1 - I.B-50

Effective Date: June 1, 1977

Revised Date:

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ACCESS TO COLLECTIONS

There are four basic tools which are available at Syracuse University Libraries to gain access to the collections which include about 1,600,000 volumes. These tools include the card catalog, the kardexes, the periodical printouts and SULIRS. In this section these tools are described in detail. Certain words and concepts are essential if the explanations are to be meaningful and, for this reason, the description of the card catalog is preceded by some definitions, a sample catalog card, an explanation of call numbers, and filing rules.

DEFINITIONS

In order to use the card catalog effectively, certain definitions are essential, as is an understanding of the basic format of a catalog card. Also refer to the Glossary, Part III, and the sample catalog card on page I.B-9.

ADDS

There are two types of adds - serial adds and duplicate copy adds.

A serial add occurs when a serial title has already been cataloged and catalog cards exist for that title. When new volumes of that serial are received, the volume number or numbers are added to the holdings card in the serials shelf list. No new catalog cards will be necessary. A duplicate copy add occurs when an exact copy of an item for which there are cards in the catalog is acquired. The place, publisher and pagination must agree. The book cannot be a different edition, although the book may have a later printing date. The book is not a duplicate copy add if:

1) Earlier or later edition by the same publisher.

2) Different place and publisher.

3) Reprint of earlier edition.

4) Book matches card exactly but previous copy is classified in Dewey. We do not add to Dewey call numbers with the following exception:

   If the book is part of a multi-volume set and a gift, so that it is doubtful that we would be getting additional volumes, and we have a set in Dewey, add to the Dewey shelflist.

5) Other copy is in Arents. There will be no shelflist card. Only a main entry card is filed in our catalog.

6) Other copy is in Gerontology as shown on SULIRS.

CLASSIFICATION

A system used by a library to organize material on the shelves in a clear and logical arrangement. Syracuse University Libraries have used the Library of Congress (LC) classification system since 1962. This is an alpha-numeric system which groups books by subject. Many of the books purchased prior to 1962 remain classified in the Dewey Decimal System. This classification system uses only numbers to form the subject part of the call number.

CONTINUATION

1) A work issued as a supplement to one previously issued;

2) A part issued in continuance of a book, serial or a series.

DEFINITIONS (cont.)

CORPORATE BODY

Any organization or group of persons that is identified by a name and that acts as an entity.

IMPRINT

Name and location of publisher and date of publication. See page I.B-9 how to identify imprint on catalog card.

LC

Abbreviation for Library of Congress, the National Library of the U. S. and the foremost authority for cataloging in the U. S.

MAIN ENTRY

The person or corporate body who has primary intellectual responsibility for the content of a work. Main entry may be a title if no person or group can be cited. The catalog card filed under the main entry contains the only complete bibliographic record and all tracings. See sample card on page I.B-9 to identify main entry on a catalog card.

MONOGRAPH

A work, collection or other writing that is complete in itself.

NEWSPAPER

A serial disseminating current general news.

PERIODICAL

A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which normally contains separate articles, stories or other writings. Newspapers disseminating general news and the proceedings, papers or other publications of corporate bodies primarily related to these meetings are not included in this term.

SERIAL

A publication issued in successive parts bearing numerical or chronological designations and intended to be issued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc., of societies and numbered monographic series.

DEFINITIONS (cont.)

SERIES

A number of separate works issued in succession and related to one another by the fact that each bears a collective title generally appearing at the head of the title page, on the half title or on the cover; normally issued by the same publisher in a uniform style, frequently in a numbered sequence, often termed (monograph or monographic series". See the sample catalog card on page I.B-9 for location of the series note and tracing on a catalog card.

TRACING

The record on the main entry catalog card which indicated additional headings under which the publication is represented in the card catalog. See page I.B-9 how to identify tracings.

CARD CATALOGS

The card catalog is the most important tool to use in gaining access to the collections of Syracuse University Libraries. It is also a historical record of cataloging done at Syracuse University over the years. We have always conformed to the national cataloging standards but these standards have been modified over the years. We have tried to maintain some consistency in our catalog and that sometimes means not adopting a change if it would be too difficult to reconcile with existing records or going back and redoing everything in a certain area to reflect a change in cataloging practice. In many ways the card catalog is a historical record not only of what we own but also of how things were cataloged at different times.

CENTRAL CATALOG

This is a card catalog containing cards for most items (both book and non-book) at Syracuse University, both in Bird Library and in the branches. It is divided into three major sections:

Author/Title Section

Located on the first floor of Bird Library, this section of the catalog is arranged alphabetically. For specific filing rules, see pages I.B-13-16. Either Library of Congress or Dewey Decimal call numbers may be found on cards. For specific location of materials, check the call number lists posted at the catalogs or on page I.A-21 of this manual. Some cards have no call numbers at all on the front. The call number may be on the back of the card or you may have to check the main entry card on the back. Some catalog cards have information about the holdings of the Library pencilled in. This is old, therefore unreliable, information. For the most accurate holdings information, you must use one of the shelf list catalogs.

Subject Section

Located on the first floor of Bird Library, this section of the catalog is arranged alphabetically by subject. For specific filing rules, see pages I.B-17-18. Subjects are chosen for use in this section according to the LC list of Subject Headings. This subject authority is particularly valuable because of its numerous cross references. It is located at the Reference desk.

SHELF LIST CATALOG

Located in Technical Services in the basement of Bird Library, the shelf list is a card catalog in call number order for every title the Libraries own. The cards indicate the number of copies as well as location information. The shelf list is divided into sections according to the nature of the material described. Thus, there is a separate shelf list for active serials which includes a section of LC and Dewey call numbers, and a separate shelf list for monographs and closed serials, which includes sections for LC, Dewey and media.

CARD CATALOGS (cont.)

SHELF LIST CATALOG (cont.)

The central shelf list has cards for monographs, analyzed series, and periodicals and serials in two special situations: 1) the title is closed (no longer being published, e.g., Look magazine, or has changed title), or 2) although the title is still being published, the Library hasn't added any volumes since 1965. All other serial holdings are in the serials shelf list.

The serials shelf list includes periodicals, annuals and other serial titles for which the Library does not make a separate card for each volume. It lists holdings and the location of titles which have been cataloged; it does not include the unbound issues of periodicals located in the periodicals room. Bound holdings are ~~recorded in ink,~~ typed unbound holdings recorded in pencil. The serials shelf list indicates our holdings for active serial titles; it does not indicate whether the title is currently being received by Syracuse University Libraries.

In both the central and the serials shelf lists, symbol Dewey cards, (cards with old branch designations) have been interfiled with the regular Dewey shelf list except for the math, science branches and University College, which are still filed separately. Drawer labels indicate the classification numbers filed in each section. Because of location there is no general public access to the shelf list. Students can receive permission, in writing, from either the head of the catalog department or the head of catalog maintenance, or the librarian if they wish to use the shelf list.

SERIES AUTHORITY FILE (SAF)

This file contains a card for every monographic series and every non-periodical serial ever received at Syracuse University and the cataloging decision for that series. The file is in two complete alphabets, reflecting earlier and later material. It has few cross references so you may have to look in several places before you find the correct entry. Remember that series are tricky and many of them have disconcertingly similar titles. Be careful.

There are four decisions in the SAF.

MONO (or series NOT MADE). No entries for that series title appear in the card catalog. Each piece of the series would be individually cataloged and classified.

SEPT (or cataloged separately). Each book in the series has an added entry in the card catalog under that series title. Each piece of the series would be individually cataloged and classified.

ANAL (or analyzed). Each book in the series has a tracing in the card catalog under that series title. Each book has the same basic call number for the series but is individually cataloged.

CARD CATALOGS (cont.)

SERIES AUTHORITY FILE (cont.)

OPEN/CONT means that the card catalog has only a card for the series and no cards for the individual pieces. The holdings are kept on the shelf list for that serial under one call number.

NAME AUTHORITY FILE

The Name Authority File contains the form of name we have chosen to use in the card catalog for a person, corporate body, etc. This file does not contain all names from the Author/Title catalog, only those names which were complicated or obscure enough to need formal establishment and cross references. The Name Authority File is located in Technical Services.

CATALOGS IN OTHER AREAS

In addition to the central catalog, several departments and branch libraries have their own separate card catalogs to serve their patrons.

Arents

GARL maintains a complete card catalog for its material on the sixth floor of Bird. The central catalog contains only a main entry for Arents material; the Arents catalog is more complete. Dewey and LC classification numbers are used.

Gerontology

Gerontology maintains a small library in Brockway Hall, and has its own card catalog. No cards for Gerontology material are kept in the union catalog. However, many Gerontology materials are accessible through SULIRS.

Government Documents

U. S. Government Documents are arranged in Bird Library in a special collection on the first floor according to the Superintendent of Documents Classification System. This system is unique to government documents and is unlike either the Library of Congress or Dewey classification. There is access to government material through the Monthly Catalog and other indexes on the table outside the Documents Office (Room 117). Only a very few government documents kept in Bird Library are accessible through the card catalog. Most of the government documents kept in the science branches, however, are accessible through either the card catalog or SULIRS. For help in locating government documents, consult the Documents Librarian.

CARD CATALOGS (cont.)

CATALOGS IN OTHER AREAS (cont.)

Law

The Law Library in White Hall has a complete card catalog for material in its library. Card sets for some law materials are also found in the ~~central~~ control catalog. Dewey, LC and various other special classification numbers have been used.

Maps

There is a special card catalog providing access to the map collection on the fifth floor of Bird Library, in Room 552. A unique classification system, totally unlike Dewey or LC, has been developed for maps by the Office of Strategic Services, and this system is used for our map collection. Basically, the world is divided into geographical areas, and each area is assigned a unique number. One part of the catalog is in order by these numbers; the other part is in alphabetical order by subject. The format of the catalog cards is also different; greater bibliographic detial is used to describe the various maps. Atlases which are shelved in the stacks are not included in the map catalog; they are included in the ~~union catalog~~ control catalog only.

Science Branches

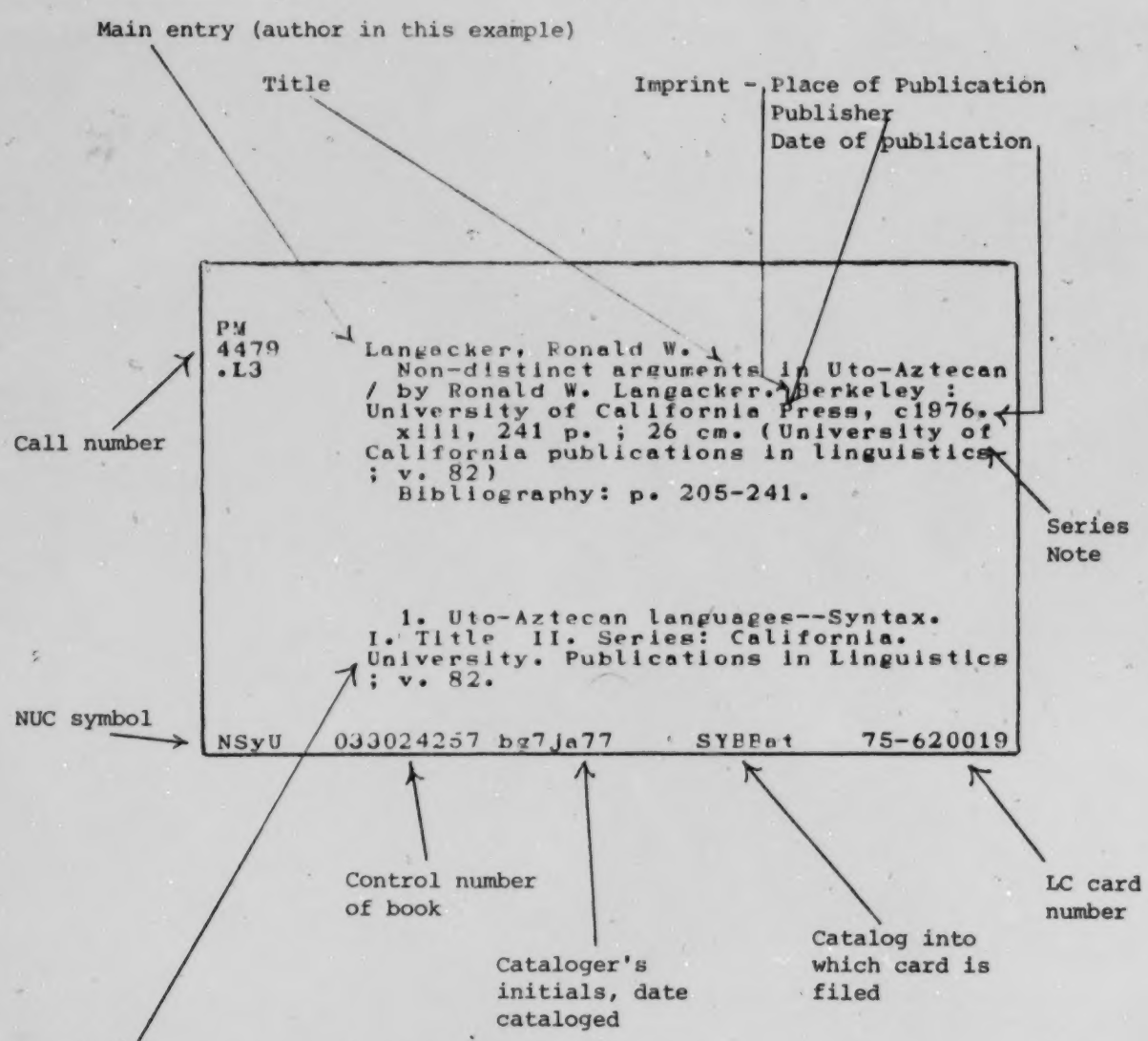
The following branch libraries maintain their own complete card catalogs in addition to having full sets of cards in the union catalog. All use Dewey and LC classification numbers:

Engineering and Life Sciences - located in Carnegie

Geology - located in Heroy Hall

Chemistry - located in ~~Carnegie~~ Bowne Hall
Math - located in Carnegie (3rd Floor)
Physics - located in the Physics Building

SAMPLE CATALOG CARD


Main entry (author in this example)
Title
Imprint - Place of Publication
Publisher
Date of publication
PM
4479
.L3
Langacker, Ronald W.
Non-distinct arguments in Uto-Aztecan / by Ronald W. Langacker. Berkeley : University of California Press, c1976.
xiii, 241 p. ; 26 cm. (University of California publications in linguistics ; v. 82)
Bibliography: p. 205-241.
1. Uto-Aztecan languages--Syntax. I. Title II. Series: California. University. Publications in Linguistics ; v. 82.
NSyU 033024257 bg7ja77 SYBEat 75-620019
Call number
Series Note
NUC symbol
Control number of book
Cataloger's initials, date cataloged
Catalog into which card is filed
LC card number
Tracings - other entries under which cards are filed for this book. Arabic numerals indicate subject entries, Roman numerals indicate other added entries, e.g., title and series.

NOTE: The series tracing is different from the series note shown above. A series will appear in the card catalog exactly as in the series note if the tracing indicates "series". If the series is written out in another form as shown in the tracing above, the traced form is the entry in the card catalog.

EXPLANATION OF CALL NUMBERS

Syracuse University Libraries use two main classification systems, Library of Congress and the Dewey Decimal System. Both systems serve to group books by their subject content (what they are about).

LIBRARY OF CONGRESS CLASSIFICATION - BOOKS

The classification system we have used since 1962 is called Library of Congress, or LC. This is an alpha-numeric system which groups books by subject. Within each large subject number, individual titles are distinguished from each other by a code number that represents the main entry. Usually the main entry is the name of the author, person or organization that is responsible for the content of the book; sometimes, it is the title.

General example:

LB	One or two letters in the top line represents a subject grouping
1027	Specific subject number
.5	Optional expansion of subject
P4	Book identification number (derived from main entry) This is always to be read as a decimal number, whether or not it is preceded by a decimal point.

Specific examples:

D	History
157	Crusades, general works
M24	Book number (main entry - author, Miller)
JX	International law
1906	Carnegie Endowment for International Peace
Z5	Pamphlets
R3	Book number (main entry - author, Railer)
TK	Electrical engineering
454	Electric circuits
I62	Book number (main entry - corporate author, International
1972	Year of congress Congress on Electric Circuits)
c.2	Copy 2, to distinguish this second copy from an identical volume
F	History - America
1788	Cuba, 1933-
.2	Addresses, essays, lectures
N5	Book number (main entry - title, The New Cuba)

EXPLANATION OF CALL NUMBERS (cont.)

LIBRARY OF CONGRESS CLASSIFICATION - NON-BOOK (MEDIA)

Non-book materials are not always given the same type of call numbers as books are. Generally, microfiche and microcards are assigned abbreviated LC call numbers, e.g.,

Microcard	Microcard	Microfiche
D	PS	QP
5	2389	471

with the type of media indicated over the call number. Other types of media are assigned consecutive numbers as they are acquired by the Library, e.g., MICRO Film appears as:

[redacted]O	M[redacted]O	[redacted]
FILM	FILM	FILM
3211	3261	3398

The type of material is always printed in the upper left corner of the catalog card. For more information about media call numbers, see page I.B-20, under filing rules for non-book materials.

All of the examples above have shown how to interpret the general meaning of a call number. More specifically, the call number indicates the location of materials. See page I.A-21 for a list of locations by call numbers.

It is also important to understand the LC system in terms of the correct filing order of call numbers in the shelf list. For specific filing rules, see page I.B-18.

EXPLANATION OF CALL NUMBERS (cont.)

DEWEY DECIMAL CLASSIFICATION

Many of the books purchased prior to 1962 by Syracuse University Libraries remain classified in the Dewey Decimal System. This classification system uses only numbers to form the subject part of the call number.

General example:

595.722 The first line of a Dewey call number consists of a three
C182c digit whole number and the possibility of several decimal numbers to the right of the decimal point. It indicates a specific subject grouping. The second line is the author identification code number. It consists of one capital letter, representing the first letter of the author's last name followed by two or three numbers to further specify the author's name. A lower case letter or letters, at the end of the second line, represent the first word in the title (discounting an initial article).

Specific examples:

592.722 Zoology, cockroaches
C182c Author - Cameron, Title - The Cockroach

465 Language, Spanish, Grammar
B83 Author - Brenes-Mesen

330.973 Economic history, United States
M147e Author - McGrane, Title - The Economic Development of the American Nation

When Bird Library was built, many smaller libraries merged that were once located all over campus. As a consequence many catalog cards and books have obsolete location designations above the Dewey call number. These location designations are to be ignored for the purposes of shelving and filing.

The branch designations are as follows:

AS	Ci	JB	Ma	SH	Nat Sci
BH	Hi	LE		SH-A	
CB	HL-B	LH	PB	UC	

It is important that all staff realize that the above are NOT part of the Library of Congress call numbers. However, special attention should be given to call numbers with AS, BH, and PB, as these letters also represent valid LC subject groupings. If in doubt as to whether it's an old Dewey number or an LC number, be sure to ask.

CARD CATALOG - FILING RULES

The most important tool for gaining access to materials in the Libraries' collections is the card catalog. Unless one knows how to search in the card catalog, however, he may never find what he is looking for, or if he is a bibliographic searcher, he may never learn that the Libraries already own a particular item and a costly duplication may result.

It is essential, therefore, to understand filing rules in order to locate materials in the card catalog. Syracuse University Libraries use the 1942 edition of ALA Filing Rules as outlined on the following pages. For answers to specific questions, consult with the Catalog Maintenance Librarian in Room ~~111~~ 110

AUTHOR/TITLE CATALOG - GENERAL RULES

Arrange word by word, alphabetizing letter by letter to the end of each word.

Example:		Not:	
	New Amsterdam		New Amsterdam
	New England		Newark
	New wives for old		New England
	Newark		Newman
	Newman		New wives for old

Initials and acronyms are among the most confusing entries in the catalog. In general, initials of a person's name are filed in the first letter drawer, e.g., H. L. Mencken would file in the first H drawer, rather than in the Hlm. drawer. Initials of places are filed as though they were completely spelled out, when they are main or added entries.

Example: N. Y. filed as New York
U. S. filed as United States

Other initials and acronyms are found in two places; if the letters are separated by spaces or periods they are filed in the first letter drawer, e.g., A.L.A. would file in the first A drawer rather than in the Ala... drawer. If the acronym has no spaces or periods between the letters, they are currently being filed as a word, e.g., UNESCO is NOT filed in the first U drawer, but in the Une... drawer. This rule was changed fairly recently, however, so filing is not consistent. and it may be Found filed both as an acronym and as if it were spelled out There are also exceptions to the rule. Some organizations which are often abbreviated without periods are filed as if they were spelled out when they are main entries.

Example: NATO files under North Atlantic Treaty Organization
IEEE files under Institute of Electrical and Electronics Engineers

CARD CATALOG FILING RULES (cont.)

AUTHOR/TITLE CATALOG - GENERAL RULES (cont.)

Title cards using the initials of places or organizations mentioned above, however, should be filed under the abbreviation. Check all possible ways to make sure you haven't missed any others.

Some common abbreviations of words are filed as if the word were completely spelled out.

Example: Dr. filed as doctor
Mr. filed as mister
St. filed as saint
[redacted]. filed as mademoiselle
mlle.

Identical words are filed in the order of person, place, then first word of title, e.g.,

London, Jack
London, England
London bridge is falling down

Numbers are filed as spoken, e.g., 1812 is filed as if spelled out eighteen twelve. One exception to this rule is in a numbered series; in that case, entries would be filed numerically.

File ä, ö, ü as ae, oe, ue if it is in Finnish, German, Hungarian, Scandinavian or modern Turkish languages. The Hungarian ő and ű and the Danish-Norwegian ø are also filed as oe and ue. File the Scandinavian å as aa.

Hyphenated words are generally filed as separate words, e.g., folk-songs is filed as folk songs. If the first word is a common prefix, it is generally filed as one word, e.g., inter-collegiate is filed as intercollegiate.

Identical added entries, other than series titles, are filed alphabetically by title, e.g.,

Smith, John (ed. - added entry)
Jones, Robert (main entry)
Titles for... (title)

Smith, John (comp. - added entry)
Abbott, George (main entry)
Writings... (title)

Identical series added entries, if unnumbered, are filed alphabetically by main entry instead of by title, e.g.,

Natural sciences series (added entry)
Drake, Carol (main entry)
Study of... (title)

Natural sciences series (added entry)
Langley, Steve (main entry)
Impressions of... (title)

CARD CATALOG FILING RULES (cont.)

AUTHOR/TITLE CATALOG - RULES FOR PERSONAL NAMES

Personal names are filed in this order: forename entry, simple surname, compound surname, then name at the beginning of a title, e.g.,

George III
George, Albert
George-Plimpton, Cecil
George Washington slept here

Authors whose names are identical are subarranged by the dates following their name. A name with no dates precedes names with dates, which are filed in chronological order.

A person's works are filed alphabetically by title, whether he is author, joint author, translator, editor, illustrator or compiler.

Names with prefixes are generally filed as one word; e.g., El Dorado is filed as if it were written Eldorado; Las Vegas as Lasvegas; Van Dyke as Vandyke.

Personal names beginning with a prefix are entered according to the usage of the country in which the author is a citizen, e.g.,

Gaulle, Charles de (France)
Gogh, Vincent van (Netherlands)
Van Dusen, Henry P (U. S.)
De Cyoke, Harry B (U. S.)

Names beginning with Mac, Mc are all filed as if spelled Mac.

For classical authors, i.e., Shakespeare, Cicero, etc., the basic arrangement is: collected works; partial collections; separate works. Within each of these major divisions there is a distinct filing order. There are information cards under these authors which explain the order.

AUTHOR/TITLE CATALOG - RULES FOR CORPORATE ENTRY

Corporate entries generate special filing orders. For example, New York (City) precedes New York (State) which precedes New York as part of a name, e.g., New York Academy. Under United States, all ~~organizations~~ government agencies beginning with United States precede titles beginning with United States. are filed preceding and non-government organizations

Although most punctuation is ignored when filing main entries and added entries, periods (.) play an important role in filing corporate entries. Periods designate the end of a definite division in a corporate entry, and each division must be filed in order. For example,

CARD CATALOG FILING RULES (cont.)

AUTHOR/TITLE CATALOG - RULES FOR CORPORATE ENTRY (cont.)

New York (State) Dept. of Agriculture.
files before
New York (State) Dept. of Agriculture and Markets.
which files before
New York (State) Dept. of Agriculture and Markets. Circular.

United States. Bureau of Education. Home Education Division.
files before
United States. Bureau of Education for the Handicapped.

AUTHOR/TITLE CATALOG - RULES FOR TITLE

Disregard articles at the beginning of a title, but not within the title. Some common articles are:

English - a, an, the
French - le, la, l', les, un, une
German - der, die, das, des, ein, eine
Italian - il, lo, la, i, gli, le, un, una, uno
Spanish - el, la, los, las, un, una
Arabic - al-Sadd, e.g., files under Sadd; Al-Ali files under Al.

Cyrillic titles are filed by the English transliteration which is printed either in the lower right corner of the catalog card or in brackets under the main entry.

In alphabetizing titles, disregard punctuation marks and the apostrophe, e.g.,

Boy Scouts	Life a book for a young man
Boycott	Life after death
Boy's King Arthur	Life - an obstacle race
Boys of '76	Life and art
A boy's town	Life, mind and spirit

When a title begins with a word that may be spelled two different ways, e.g., labor and labour, the most common spelling has been chosen and all titles are filed in that one place. Cross reference cards will refer you to the spelling used.

Cards for different editions of the same title are currently being filed with the oldest edition in front, going back chronologically to the most recent edition. Previously, however, they had been filed exactly opposite, with the most recent edition in front and the oldest edition in the back. Check several cards to be sure you haven't missed the one you're looking for.

CARD CATALOG FILING RULES (cont.)

FILING RULES FOR SUBJECT CATALOG

Arrange word by word alphabetizing letter by letter to the end of each word.

Example:	Not:
NEW TOWNS	NEWSPAPER CIRCULATION
NEW YORK (CITY)	NEWSREELS
NEWSPAPER CIRCULATION	NEW TOWNS
NEWSREELS	NEW YORK (CITY)

Arrange entries of the same subject heading alphabetically by the main entry, e.g.,

ENGLISH POETRY (subject heading)
Cady, Shervin (main entry)
A selection from great English poets (title)

ENGLISH POETRY (subject heading)
Noyes, Alfred, ed. (main entry)
A poets anthology of poems (title)

When the same word is used as (a) the surname of a person, (b) the name of a place, and (c) the name of a thing, the entries file in that order.

Example: LINDEN, WALTHER, 1895-1943
LINDEN, N. J.
LINDEN (tree of the genus Tilia)

Subdivisions of subject headings do not always follow an alphabetical order. The order is as follows:

Subject heading without subdivision.

Subdivisions separated by a dash. These in turn are filed in three separate orders:

Form and subject subdivision, which are arranged alphabetically, e.g.,

UNITED STATES - ANTIQUITIES.
UNITED STATES - MEDICAL CARE.
UNITED STATES - PERIODICALS.

Chronological subdivisions, whether the actual years are indicated or a specific event or period in history is indicated, e.g.,

ENGLISH LITERATURE - MIDDLE ENGLISH, 1100-1500.
ENGLISH LITERATURE - 18th CENTURY.
UNITED STATES - HISTORY - REVOLUTION.
UNITED STATES - HISTORY - 1783-1865.
UNITED STATES - HISTORY - CONFEDERATION, 1783-1789.

CARD CATALOG FILING RULES (cont.)

FILING RULES FOR SUBJECT CATALOG (cont.)

Geographical subdivisions, e.g.,

ENGLISH LITERATURE - AFRICA.
ENGLISH LITERATURE - LONDON.
ENGLISH LITERATURE - UGANDA.

Subdivisions separated by parentheses, e.g.,

BANKRUPTCY (CANON LAW)
BANKRUPTCY (ROMAN LAW)
COOKERY (HERBS)
COOKERY (WINE)

Inverted subject headings, e.g.,

BIRDS, EXTINCT.
BIRDS, PROTECTION OF.
ENDOCRINOLOGY, COMPARATIVE.
ENDOCRINOLOGY, EXPERIMENTAL.

Subdivisions separated by a period, e.g.,

UNITED STATES. ARMY.
UNITED STATES. CONGRESS.
UNITED STATES. CONGRESS. HOUSE.
UNITED STATES. JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS.

Phrase headings beginning with a subject word, e.g.,

ART AND LITERATURE.
ART APPRECIATION.
ART AS AN INVESTMENT.

FILING RULES FOR SHELF LIST

Library of Congress Call Numbers

Example: AC
23
.6
B54
1975

Begin filing by the first line, alphabetically by the first letter, then the second letter, e.g.,

AC - AP - B - BH - P - QA

CARD CATALOG FILING RULES (cont.)

FILING RULES FOR SHELF LIST (cont.)

File the second line in arithmetic sequence, e.g.,

```
PN   PN PN   PN
     23 198  2300
```

If a decimal is used, file next in decimal sequence, e.g.,

```
QA   QA   QA   QA
19   19   19   19
.5   .75  .83  .9
```

File next by cutter (fourth line in example below), alphabetically by letter and then decimally, e.g.,

```
LA   LA   LA   LA   LA
250  250  250  250  250
B75  B8   C79  .5   .5
                058  07
```

If a date is used at the end of the call number, file in chronological order, e.g.,

```
BF     BF     BF
2576   2576   2576
A87    A87    A87
1958   1963   1974
```

Dewey Decimal Call Numbers

```
Example:    823.89
            C637d
```

Begin filing by the first line, in decimal sequence, e.g.,

940.49 - 940.5 - 940.523 - 940.6

Next, file alphabetically by the first capital letter of the second line, e.g.,

```
823.89     823.89     823.89
fC637d     D928a      029c
```

The small f in the first example is an obsolete designation for an oversize book. It should be ignored in filing.

File the numerical part of the second line in decimal sequence, e.g.,

```
520.9      520.9      520.9
F298c      F987z      F998a
```

CARD CATALOG FILING RULES (cont.)

FILING RULES FOR SHELF LIST (cont.)

Dewey Decimal Call Numbers (cont.)

File the last letter of the second line alphabetically, e.g.,

823.5	823.5	823.5
C293c	C293g	C293i

Example:
Ci
823.76
S976b

There used to be branch symbols above Dewey call numbers (see page I.A-21). These two letter symbols are now ignored and the cards interfiled with the regular Dewey cards, with the exception of the following branch designations: AS, BH, LH, MA, PB AND UC. Dewey cards with those symbols are filed separately.

Non-Book Materials - each category is filed in separate drawers

Filmstrips

Filmstrips are assigned numbers chronologically as they come in to the library. Cards are filed in numerical order.

Microcards

These are assigned abbreviated LC call numbers, e.g.,

D	PS	QP
5	2389	471

They are filed just like the first two lines of an LC call number. Any additional numbers are filed in numerical order. Items with the same number are then filed alphabetically by main entry.

Microfiche

Some microfiche have no call number at all; these are filed alphabetically by main entry. The majority have abbreviated LC call numbers. Again, items with the same numbers are then filed alphabetically by main entry.

Microfilm

Microfilm cards are first filed in numerical order. There are many cards with the same number, however, so they are then filed alphabetically by main entry.

Media Sets

These cards are filed in numerical order.

CARD CATALOG FILING RULES (cont.)

FILING RULES FOR SHELF LIST (cont.)

Non-Book Materials (cont.)

Microprints

These are filed alphabetically by main entry.

Phonodiscs

Phonodisc cards are filed in numerical order.

Phonotapes

These cards are also filed in numerical order.

KARDEXES

The Kardexes are visible card files where receipt of material on standing order is recorded. Kardexes are located in the Serials Acquisitions office adjacent to the Public Periodical Room in the basement of Bird and at every branch library. The Kardexes in Bird contain a card for every item currently on standing order for all libraries except Law. However, as many periodicals are received directly at the branch libraries, the record of receipt for many items is available only at the library where that item is received. The Kardexes described below are all located in Bird Library and all are clearly labeled with the names shown.

PERIODICALS Kardex - contains a card for every periodical title for which the Libraries have a current subscription. Current holdings are recorded in ink with date of receipt, but only for material kept in Bird Library. (Claims for missing issues are noted in pencil with cl.) Branch libraries receive much of their material directly and each branch has a separate kardex where current receipts are recorded.

NEWSPAPER Kardex - recent holdings for newspapers on current subscription are recorded on cards filed in two drawers below the Z's on the Periodical Kardex.

SERIALS AND CONTINUATION STANDING ORDER Kardex - contains cards for recording receipt of serials and other open items currently received on standing order. Cards are filed by Series Title or for sets by Main Entry followed by Title. There are some cross references. There are a number of cards, however, which have been established as receiving titles only, e.g., American Library Association. Publications. Items which have been claimed will have a yellow claim form attached to the card.

NON-BOOK MATERIAL Kardex - a three-drawer kardex containing records of receipt for all non-book material received on standing order (microform, phonograph records and cassette tapes).

AS-IS Kardex - a single drawer containing cards for loose-leaf items received through business service subscriptions. Current holdings only are recorded.

MEMBERSHIP Kardex - a three-drawer kardex containing a card for every organization in which the library has a membership. Titles of publications received through the memberships are listed on the card, as is payment information, but the receipt of actual material is recorded on one of the other kardexes.

DOCUMENTS Kardex - contains cards for government documents which are serials. Shows current holdings and date of receipt for titles cataloged with LC class numbers as well as for some items kept in the Documents Collection. The entries for U. S. documents are in accordance with the form established by LC with cross references from the agency responsible for publication where appropriate. There are five sections in the Documents Kardex - U. S., Foreign, International, State and Local.

PERIODICAL WORKING PRINT-OUT

SAMPLE ENTRY

TITLE (L & M) LINES

1	2											3	4	
6003636	SAMPLE ENTRY											*	WORKING NOTES	0
HD350 E37		1	MO	4D	4D	*	B	1892	1974	A	FAXON	40372	76903	6003636
5		6	7	8	9	10	11	12	13	14	15	16	17	18

1. control number
2. periodical title
3. non-print indicator (usually indicates cancelled title)
4. working notes
5. call number
6. copy number
7. frequency
8. fund code
9. bound location
10. other location
11. binding status
12. start date
13. termination date
14. source
15. vendor name
16. vendor number
17. publisher's number
18. control number

PAYMENT DETAILS

FAXON	40372	13240865	12/31/76	60576	PKA	12/31/77	60.00	vol. 9	6003636	E	01/15/7
1	2	3	4	5	6	7	8	9	10	11	12

1. agent name
2. vendor number
3. vendor's invoice number
4. vendor's invoice date
5. internal invoice number
6. object expense code
7. expiration date
8. net price
9. description
10. control number
11. activity code
    V - first time payment
    E - renewal
    A - added charge
    R - replacement
12. payment date

PLEASE NOTE THAT NOT ALL FIELDS WILL BE FILLED IN FOR EVERY ENTRY AS IN MANY CASES THE INFORMATION IS NOT APPLICABLE OR AVAILABLE. IF YOU HAVE QUESTIONS CONCERNING HOW TO READ THE PRINT-OUT OR ABOUT PAYMENTS, PLEASE CONTACT THE SUPERVISOR OF SERIALS ACQUISITIONS.

LIBRARY COLLECTIONS - ACCESS - PRINT-OUT

PRINT-OUTS

There are two computer print-outs which list information about periodicals and newspapers - the Public Print-Out and the Working Print-Out.

PUBLIC PERIODICALS PRINT-OUT

The Public Print-Out is revised continuously and an updated revision is issued every two months. The Public Print-Outs are available on all floors of the Library. The print-out lists only those periodical titles that are currently being received. The card catalog should always be consulted if you cannot locate a title in the print-out. The Public Print-Out is not an authority. It should be used only as a guide. The holdings information in particular is not accurate. A holdings date on the print-out is often the date the current subscription began and is not a reliable indication of our holdings. The shelf list is the only authoritative source of holdings information.

There are no "see" references in the print-out. Entries are usually under key title and often titles in the print-out are abbreviated as there is a limit of 63 characters. One must be very imaginative when using the print-out for a title with initials or one issued by a corporate body. The best procedure is to use the card catalog.

Title changes are recorded in the print-out in a limited fashion. Only the most recent title change is listed. The print-out will show the former title and give a reference to the new title. The new title will show the correct and latest call number. The call number and holdings for former titles must be obtained through the card catalog.

Newspapers currently received are listed at the very front of the Public Print-Out. Titles are accompanied by language and place of publication. The holdings information for newspapers is generally reliable and holdings information for both paper issues and microfilm is listed when appropriate.

WORKING PERIODICALS PRINT-OUT

The Working Print-Out is updated every two weeks. It is available in the Serials Acquisitions Office and includes vendor, fund code and payment information, as well as some cancelled titles. An explanation of the information displayed in the Working Print-Out is shown on the opposite page.

CORRECTIONS TO PRINT-OUTS

If you note an error in the print-out, complete a correction form (available in the Serials Acquisitions Office) and give the form to the Supervisor of Serials Acquisitions.

SULIRS (SYRACUSE UNIVERSITY LIBRARIES INFORMATION RETRIEVAL SYSTEM)

SULIRS is a retrieval system which accesses a data base called the Library Master File (LMF). This data base, in machine-readable form and on microfiche, represents most of the holdings of the Syracuse University Libraries. The data base exists in two different forms, first, the on-line portion searchable by computer terminal, and second, a set of microfiche for records generally not in the on-line system. The specific characteristics of each of the forms of the data base are described below on Data Base Composition. SULIRS terminals are located on the 1st, 3d, 4th, 5th and basement floors of Bird and in the Engineering-Life Sciences and Geology branches. Copies of the microfiche are available in Catalog Maintenance and Reference in Bird and in the Engineering-Life Sciences and Geology branches.

After January 1, 1977, SULIRS records for books that are cataloged will be updated directly by computer tapes from the Ohio College Library Center. With the exceptions of the A line,working notes, and volumes field, all SULIRS fields will be completely replaced by OCLC data. Initial articles will be included in OCLC updated records; however, these articles are on the "stop list" (see page I.B-50), and should not be included in searching. If there is no OCLC data for a particular field, the field will be deleted. Once a record has been updated from an OCLC tape, it is "locked". No further changes may be done to these records unless authorized by Catalog Maintenance.

SULIRS (cont.)

DATA BASE COMPOSITION

On-line File

The on-line portion of SULIRS (sometimes referred to as In-Process Records) contains records for all material ordered, received or cataloged since 1971. In addition, 24,000 records for material cataloged prior to 1970 from the Dayton/MTST range appear both on the microfiche and the on-line file. These records were retained in the on-line file either because they showed circulation activity or because they had been upgraded in quality by Catalog Maintenance. Records on the on-line file contain more information than those on microfiche data bases. The input format has changed several times, however, so there is some inconsistency. The following characteristics should be noted:

1. Personal name main entries are complete usually with (surname, forename). Initials may or may not have periods and one or more spaces after them.

2. Elements of a corporate name main entry are separated by periods and one or two spaces.

3. The call number may have the correct spacing (i.e., period before the first cutter and one space before a date) or it may have random combinations of punctuation and spaces. The call number may be missing even after the book has been cataloged since file maintenance was suspended for a time in late 1971/72 and later resumed.

4. The on-line file contains header records, i.e., records for series titles against which pieces of the series are received. There are many duplicate headers on the file and various titles for the same series. Great care should be taken in searching SULIRS for series title information; it is no substitute for a thorough search of the Series Authority File (SAF) and the serials or periodicals kardexes.

Microfiche

The oldest material on SULIRS is available only on computer-output microfiche. The microfiche file includes all records from the Dayton and MTST files. The Dayton portion of the file (so named because the original input was done in Dayton, Ohio) contains records for all material cataloged prior to 1968. The MTST file contains records for material cataloged between 1968 and 1970. ↖ magnetic tape

The basic microfiche file, which contains the most complete record that we have for each title, is in control number order. Not all records are complete or accurate. An index listing the range of control numbers on each fiche is at the bottom right hand corner. Microfiche indexes provide abbreviated access by author, title and call number. To see the full record, you must use the control number from the index to find the corresponding record in the main file. The call number index is the most difficult to use because it is sorted according to the quality of the call number. The sort order is: "good" Deweys, "good" LC's, completely erroneous numbers, "bad" Deweys, "bad" LC's. If you need to use the call number index, please consult with a staff member in Catalog Maintenance.

SULIRS (cont.)

DATA BASE COMPOSITION (cont.)

Each part of the file has certain unique features.

Dayton file characteristics

1. Personal name main entries contain only surnames.
2. The imprint consists of dates only.
3. Call numbers have no punctuation except decimals within the class number and usually have a space before the date.
4. The record shows the highest copy number on the shelf list when the record was input. This means that Dayton records are totally unreliable for holdings information.
5. For multiple volumes and open entries, the highest volume number is shown in the volume field. Partial holdings are not indicated.
6. There are no series titles or set numbers.

MTST file characteristics

1. Personal name main entries include the full name; however, sometimes there is a space and sometimes there is no space following the comma and preceding the forename.
2. The call numbers have decimals indicated within the class number. The classification number and the cutter number are separated by the character (/) and the date is prefixed by the character (*).
3. The imprint field contains only dates.
4. The number of copies field invariably indicates 00. Often multiple copies are indicated in the volume field. This information is not reliable.
5. Much of the material cataloged during this period was never input.

SULIRS (cont.)

SIGN-ON PROCEDURES FOR 3270 and DEC10 TERMINALS

The Library has two types of computer terminals which can be used for searching SULIRS - the IBM 3270 (CRT terminal) and the DEC10 (typewriter terminal) with paper printout). Most of your searching will be done on the 3270 (CRT).

A. Sign-on procedure for the 3270 (CRT):

1. Turn on the terminal. It takes a minute or two to warm up.

2. Strike the ENTER key, as indicated in this text by E. The response will be: 1BO) 14.40.03 AUGUST 26, 1974 SUOS/370
   The numbers and the date will vary.

3. Type:)ON E
   Response should be: ENTER MANNUMBER:PASSWORD
   The mannumber for the library is 5480xxx, where xxx represents the numbers assigned to a particular department. Check with your department head to be given a mannumber and the current password.

4. Type in your mannumber:password, as for example: 6340914:GONE E
   When access is obtained, the response will be: 15.35.07 ACCT USE 0.172

5. At this point, you must access SULIRS by typing:)EXEC SULIRS E
   If SULIRS is not available, ~~or the exec command was mistyped,~~ the response will be: SULIRS UNDEFINED
   If the exec command is mistyped, the response will be: INVLD COMND

6. If SULIRS is available, the response will be:
   WELCOME TO THE S. U. LIBRARY TERMINAL NETWORK
   You are now ready to search.

7. When you have finished searching, type: O E
   This is the alphabetic 'O'. The response will be: GOODBYE
   This dismisses the SULIRS PROGRAM. To sign off the main computer system, type:)OFF E
   The system will respond with: DURATION 00.00.51: 0.02 CHARGE
   SIGN-OFF
   Again, the numbers given will vary.

   NOTE: It is very important to sign off from both SULIRS and the main computer system. Not doing so leaves the terminal signed on, and we are billed for all time the terminals are signed on, whether or not they are actually being used.

SULIRS (cont.)

SIGN-ON PROCEDURES FOR 3270 and DEC-10 TERMINALS (cont.)

B. Sign-on procedure for the DEC-10 (typewriter terminal):

1. Turn the power switch to "ON". Strike the carriage return (marked RETURN), which is represented in this text by R. The response should be:

   07C)SYRACUSE UNIV.TIMESHARING

   The numbers will vary.

2. Type:

)ON R

   The response will be:

   07C 11:39.10 NOV. 29, 1976 SUOS/370
   ENTER MANNUMBER:PASSWORD

   The numbers will vary. 5480221:1,63

3. Type your mannumber and password as assigned. The response will be:

   10.06.36 ACCT USE 0.198

   These numbers will vary.

4. Type:

)EXEC SULIRS R

   The response will be:

   WELCOME TO THE S. U. LIBRARY TERMINAL NETWORK

5. The sign-off procedure is the same as for the CRT.

   NOTE: It is very important to sign off from both SULIRS and the main computer system. Not doing so leaves the terminal signed on and we are billed for all time the terminals are signed on.

RTA 5008251885

SULIRS (cont.)

SEARCHING IN SULIRS

SULIRS can be searched using the access points shown below. Punctuation and spacing as shown is essential. Be sure to consult the stoplist on page I.B-50 for articles and words that can be omitted in searching.

Field Name	Search Key
Control #	RTA <-------
Set #	RTA S---------
Call #	RTC Text
LC Card #	RTL Text
Main Entry	RTM 4,3,1
ISBN	RTN Text
OCLC #	RTO Text
Series Title	RTS Text
Title	RTT 3,2,2,1
Main Entry/Title	RTZ 4,4

For example, to search for a record by using control number, after you've signed on the system, type RTA, then space once, type < (using the upper case coma), then type in the 9-digit control # including leading zeros. To search by set number, type in RTA, space once, type S, then type in the 9-digit set #. For all other search keys except RTM, RTT and RTZ, type in the information as it would appear in the field, following the 3-letter code and the space.

For RTM, RTT and RTZ the numbers in the search keys represent letters in the information being searched. Thus, for a main entry search, use the first 4 letters of the first word, the first 3 letters of the second word, and the first letter of the third word. If there is no third word, e.g., a personal name with no middle initial or name, type in the second comma and then one space.

You may also choose one of the three display formats: abbreviated, full or key only, and you may choose to have either a single or continuous display. The procedures for selecting these alternate modes of display are explained on the next page.

Format of the Display

Three display formats are allowed: Abbreviated, Full, or Key Only. The default after sign-on is Full Display.

SULIRS (cont.)

SEARCHING IN SULIRS (cont.)

Format of the Display (cont.)

1. Abbreviated Display:

This format displays a truncated version of the SULIRS record on two lines in the format:

```
Key        Control No.
Main Entry      Title      Call Number      Status Code
```

To invoke this mode, enter either MODE ABBREV or M A

The computer will reply: NOW IN ABBREVIATED DISPLAY MODE.

A sample display is:

```
LIB,AU,HA,  030461930
LIBRARY AUTOMA      LIBRARY AUTOMA      Z699.L51      C+I
```

2. Full Display:

This displays a SULIRS record in the full mode, with all fields displayed, as in the present SULIRS. To invoke this mode, enter either

MODE DATA or M D

The computer will reply: NOW IN FULL DATA DISPLAY MODE.

3. Key Only Display:

This displays only the key and control number of a SULIRS record on one line without displaying the full record. To invoke this mode, enter either

MODE KEY or M K

NOW IN KEY DISPLAY MODE.

A sample display is:

```
LIB,AU,  ,  030264908
LIB,AU,  ,  030264919
LIB,AU,A ,  002078716
LIB,AU,HA,  030461930
```

NOTE: When the terminal is in the key or abbreviated modes, the mode may be changed back to display a full SULIRS record. To invoke this feature, enter either DISPLAY or D. The computer will respond by printing out the full SULIRS record for the last abbreviated or key record displayed. One may return to the interrupted display cycle by depressing the ENTER or RETURN key.

SULIRS (cont.)

SEARCHING IN SULIRS (cont.)

Frequency of the Display

Two frequency control commands are allowed: Continuous Display and Manual Display. The default after sign-on is Manual Display.

1. Continuous Display:

This command allows one to display multiple records with one depression of the ENTER or RETURN key. At present the Continuous Display command will display five (5) records at a time, in any of the three display formats. To invoke this mode, enter either

MODE CONT or M C

If you wish the display to include more than five records, leave seven spaces after M C and enter the number of records (up to 60) to be displayed.

The computer will reply: NOW IN CONTINUOUS DISPLAY MODE.

2. Manual Display:

This command causes SULIRS to display only one (1) record with each depression of the ENTER or RETURN key, as with the present SULIRS. To invoke this mode, enter either

MODE MANUAL or M M

The computer will reply: NOW IN MANUAL DISPLAY MODE.

Examples of Searches - Main Entry (RTM)

Examples: To search under Thomas Hardy, the search would be

RTM HARD,THO,

For a corporate entry, such as Institute on child development, the search would be

RTM INST,ON ,C

Because the second word is only 2 letters long and the search key calls for 3 letters, a space should be entered in place of the missing character.

SULIRS (cont.)

SEARCHING IN SULIRS (cont.)

Examples of Searches - Main Entry (RTM) (cont.)

When searching under main entry there is a stoplist of leading words that should be omitted from the search key. See page I.B-50. Thus if the main entry is U. S. National Gallery of Art, the search would be

RTM GALL,OF ,A

because U. S. and National are on the stoplist. If the entire main entry should be on the stoplist so that no search key is possible, disregard the stoplist.

Examples of Searches - Title (RTT)

For a title search, use the first 3 letters of the first word (disregarding initial articles), the first 2 letters from the second and third words, and the first letter from the fourth word. As for main entry, spaces must be entered in place of any missing characters.

Examples: For the title The Last of the Mohicans, the search would be

RTT LAS,OF,TH,M

For The Mayor of Casterbridge, the search would be

RTT MAY,OF,CA,

For To a Better World, the search would be

RTT, TO ,A ,BE,W

Example of Searches - Main entry/title (RTZ)

For the main entry/title search use the first 4 letters of the first word in the main entry (again using the stoplist), comma plus the first 4 letters of the first word in the title, disregarding leading articles.

Examples: To search for James Fennimore Cooper, The Last of the Mohicans, the search would be

RTZ COOP,LAST

For a search where the main entry is National Institute on alcohol abuse and alcoholism, and the title is Alcohol and Health, the search would be

RTZ INST,ALCO

SULIRS (cont.)

SEARCHING IN SULIRS (cont.)

Examples of Searches - Main entry/title (RTZ) (cont.)

After the search key is typed in, depress the "return" key and the first record in SULIRS that comes closest to matching the search key will appear. Even after you think you have the record you're looking for, hit the return again to make sure there are no additional pertinent records.

While records on SULIRS are stored in control # order, additional records do not necessarily appear in control # order when the return key is hit. Records will sort by the search key, rather than by the actual field being searched in the record, according to the sorting sequence of SULIRS. The basic sorting sequence is:

Blank (space)

Signs, symbols and punctuation

Alphabetics, A-Z

Numerics 0-9

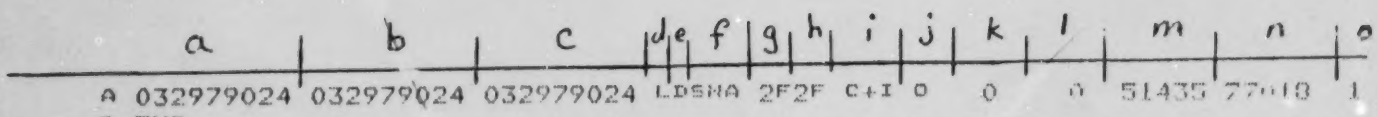
For an exact list of the filing sequence, see page I.B.48. Thus, if you are using the title search key and hit return, the next record that appears may not represent the title that comes next alphabetically, e.g.,

Examples of Searches - Series title (RTS)

Type in RTS, then follow with the complete series title. It is not possible to use the stoplist or a search key for series title at this time. However, searching of series titles is greatly facilitated by using the continuous display mode or the continuous display mode combined with the abbreviated mode.

SULIRS

SAMPLE SULIRS RECORD



A 032979024 032979024 032979024 LDSNA 2F2F C+I 0 0 0 51435 77018 1
B ENG
C NE2210.C3A4
I /LONDON/THE STUDIO/1925-32
L 26-488
M,1 CAMERON, DAVID YOUNG. SIR
M,2 SALAMAN, MALCOLM CHARLES
N 0837116392
O 727777
S,1 MASTERS OF ETCHING, NO.7, 33
T,1 SIR D. Y. CAMERON, R. A
W CC RECL FM 767.C1825 V.1

SULIRS (cont.)

EXPLANATION OF FIELDS IN A SULIRS RECORD

A sample SULIRS record is shown on the opposite page. Each of the elements for the lines displayed is described on the following pages.

"A" line

The "A" line is present in every SULIRS record and contains cataloging information as well as information pertaining to internal library operations. Elements in the "A" line are as follows:

a, b, c: Control #, Set #, Location #

The control number is a unique number which serves to identify an individual item. When an order is placed, the control number is assigned, and serves as the order number. The control number appears on SULIRS as the first in the series of three numbers in the A line.

When an order arrives there may be one or more pieces received.

e.g., Order - 1 set Encyclopedia Britannica - need 1 control #
Receive - 22 volumes Encyclopedia Britannica - need 21 additional control #'s.

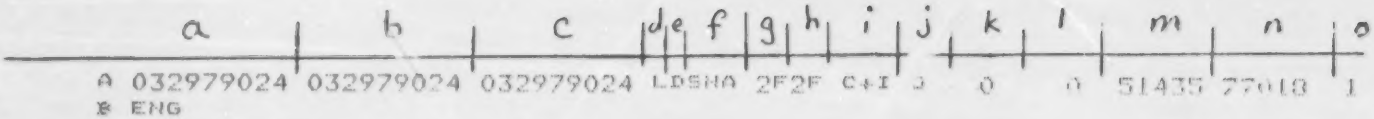
If a single item is received to fill a single order, the control number and the set number will be the same after the item is received. After receipt, the location number will be assigned. This number may or may not be the same as the control number. Before receipt, the location number will be nine zeros.

If, however, as in the example of the encyclopedias, multiple pieces are received to fill a single order, additional control numbers will be generated on receipt. These control numbers will also function as location numbers for material shelved in the uncataloged collection. Thus, the last volume of a multiple piece set received on a single order will retain the original order number as its control and location number and the additional pieces of the set will be assigned new control and location numbers. The set number or the middle number in the A line will remain constant and will thus serve to tie all pieces of the order together.

Control numbers currently assigned for regular orders are in the 30 million range (2, 3 and 4 million numbers were used prior to July 1971). Control numbers currently assigned for serial and continuation standing orders are in the 8 million range (7 million numbers were used prior to July 1971). When pieces are received against standing orders, however, the control numbers assigned for the pieces will be in the 30 million range. Only the set number will remain in the 8 million range and will serve to tie all pieces received on a standing order together.

SULIRS

SAMPLE SULIRS RECORD



A 032979024 032979024 032979024 LDSHA 2F2F C+I J 0 0 51435 77018 1
B ENG
C NE2210.C3A4
I /LONDON/THE STUDIO/1925-32
L 26-488
M,1 CAMERON, DAVID YOUNG, SIR
M,2 SALAMAN, MALCOLM CHARLES
N 0837116392
O 727777
S,1 MASTERS OF ETCHING, NO.7, 33
T,1 SIR D. Y. CAMERON, R. A
W CC RECL FM 767.C182S V.1

SULIRS (cont.)

EXPLANATION OF FIELDS IN A SULIRS RECORD (cont.)

"A" line (cont.)

a, b, c: (cont.) Prior to 1975, there was an attempt to use set numbers to tie bibliographic entities together. This proved unsuccessful, however, as the system requires that all set numbers must have the same vendor and fund code. This prohibits use of the set number as a bibliographic number at this time.

Control numbers assigned for periodical subscription orders are currently in the 6 million range (5 million prior to 1971). Periodical receipts are not entered into SULIRS so only the order (sometimes referred to as header) will appear on SULIRS.

The location number, the third 9-digit number in the A-line, is used to shelve books on the appropriate subject floor when they have not been cataloged.

The 90-million range of control numbers corresponds to machine readable records on the Circulation Master File, which is totally separate from SULIRS. Therefore, 90-million records cannot be searched on SULIRS. The purpose of these records is to allow automated circulation of items that do not already have cards and labels generated from a record on SULIRS. This number range was chosen to be outside any existing number range presently found on SULIRS so that the 90M records could be combined with SULIRS at some point in time if desired.

Between 100 and 200 books a day are taken from those returned to the Circulation Department that had been charged out manually. Each book is assigned a previously prepared book card and label in the 90M range, and the following information is entered into the Circulation Master File:

Call Number
Main Entry
Title
Branch Loan Code
Fund Code
Object Expense Code

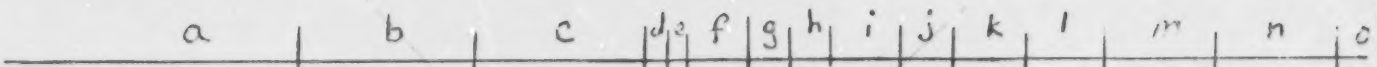
For procedures to follow if cards and labels with a 30M number are sent to the appropriate floor to be put on a book that already has a 90M number, see page II.D-11

d: Accounting record type

This is a one-letter code, used only by the accounting office.

SULIRS

SAMPLE SULIRS RECORD



A 032979024 032979024 032979024 LDSHA 2F2F C+I 0 0 0 51435 77018 1
e ENG
C NE2210.C3A4
I /LONDON/THE STUDIO/19-3-32
L 26-488
M,1 CAMERON, DAVID YOUNG, SIR
M,2 SALAMAN, MALCOLM CHARLES
N 0837116392
O 727777
S,1 MASTERS OF ETCHING, NO.7, 3
T,1 SIR D. Y. CAMERON, R. A
W CC RECL FM 767.C182S V.1

SULIRS (cont.)

EXPLANATION OF FIELDS IN A SULIRS RECORD (cont.)

"A" line (cont.)

e: LMF record type

There are three possibilities for this one letter code:

D stands for a detail record, representing one item in the library collection.

H stands for a header record, representing a series title. It does not describe any single item in the collection; it describes an order for a group of items.

O represents an order record.

f: Object expense code

This is a three-letter code, representing the entry type, the order code and the MARC format type. A chart of object expense codes is shown on page I.B-46.

g: Fund Code

A 2-character code, one number followed by one letter, this represents the department that paid for the material. For a complete listing of fund codes, see page I.B-43.

h: Branch Loan Code

This is also a 2-character code, one number followed by one letter. It indicates the location of the material. For a complete list of branch loan codes, see page I.B-43.

i: Status Code

These three letters represent the current status of the book; whether it's on order, has been received, cataloged, etc. For a complete list of status codes, see page I.B-45.

j: An "O" means this record has been updated by OCLC tapes and the record is locked.

k: Volumes received on this order

l: Volumes expected on this order

m: Vendor Number

A numeric designation for the vendor from which the material was ordered. A complete list of vendor numbers can be found in the Acquisitions Department.

SULIRS

SAMPLE SULIRS RECORD

```
      a          |     b     |     c     |d|e|f|g|h|i|j|k|l|     m     |     n     |o
A 032979024 032979024 032979024 LDSNA 2F2F C+I 0  0  0 51475 37018 1
B ENG
C NE2210.C3A4
I /LONDON/THE STUDIO/1925-32
L 26-488
M,1 CAMERON, DAVID YOUNG, SIR
M,2 SALAMAN, MALCOLM CHARLES
N 0837116392
O 727777
S,1 MASTERS OF ETCHING, NO.7, 33
T,1 SIR D. Y. CAMERON, R. A
W CC RECL FM 767.C1825 V.1
```

SULIRS (cont.)

EXPLANATION OF FIELDS IN A SULIRS RECORD (cont.)

"A" line (cont.)

n: Date Field

The first two numbers represent the year; the last three are the day of the year in Julian form (001-365 in 1 copy year). This date field is updated when the status code is changed under the following circumstances: order, receipt, cataloging or shelving in uncataloged collection, withdrawal, cancellation by library or vendor deletion.

o: Number of Copies Ordered

If more than one copy of an item is ordered, only one record is input into SULIRS, and the number of copies is noted in this field. One record, therefore, can stand for more than one item while it is on order. When the material is received, the number is changed to 1 (one), and additional records are input for the remaining copies. In the past, this was not done, so older records may have numbers in this field which represent the number of copies the library owns even though the books were received and cataloged.

"B" line

This field will be present in records updated by the OCLC tapes, and will contain the language code(s) used in cataloging the item. See page I.B-49 for a list of language codes.

"C" line

The call number, Dewey or LC; for specific format see page II.D-9.

"E" line (not shown in example)

Represents vendor and frequency information for serials and periodicals.

"I" line

The imprint, including edition, place of publication, publisher and year. For specific formats see page II.C-11.

"L" line

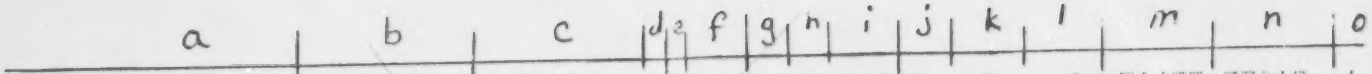
The LC card number.

"M.1" line

This is the main entry of the item. A record may have up to 9 "M" lines, numbered M.1-M.9, if there are additional people whose names might be used in searching for the item.

SULIRS

SAMPLE SULIRS RECORD



A 032979024 032979024 032979024 LDSNS 2F2F C+I 0 0 0 51475 77018 1
B ENG
C NE2210.C3A4
I /LONDON/THE STUDIO/1925-32
L 26-488
M,1 CAMERON, DAVID YOUNG, SIR
M,2 SALAMAN, MALCOLM CHARLES
N 0837116392
O 727777
S,1 MASTERS OF ETCHING, NO.7, 33
T,1 SIR D. Y. CAMERON, R. A.
W CC RECL FM 767.C182S V.1

SULIRS (cont.)

EXPLANATION OF FIELDS IN A SULIRS RECORD (cont.)

"N" line

This is for the ISBN, or International Standard Book Number.

"O" line

This will be present in records updated from the OCLC tapes and will contain the OCLC number for that record.

"P" line

This field is for the ISSN or International Standard Serials Number.

"R"line

This was used in the past for internal MARC coding; it is no longer used.

"S" line

Series title, including the specific volume or number. A record may have up to 9 "S" lines, numbered S.1-S.9, if an item is part of more than one series.

"T" line

The title of the work. There may be up to 9 "T" lines, numbered T.1-T.9, if there are subtitles or other related titles.

"V.1" line

In the past, this field was used for a variety of reasons. It was originally intended to be used for the volume number of an item or the series number. In actuality it was also used for copy numbers and other unrelated data. As of November 1, 1976, this field is used only by the Acquisitions Department. Volume numbers and series numbers for cataloged material can be found in the call number and/or in the series title.

"W" line

This is a field for working notes, i.e., information pertaining to the record that does not fit into any of the other lines. Many departments in the library use this field; however, some of the most useful information that should be used in searching is put in by Catalog Maintenance. Their working notes are preceded by cc, and contain information such as reclassified notes, withdrawn notes, etc. Working notes preceded by a semicolon (;) are temporary notes and will be deleted when the records are updated by the OCLC tapes.

SULIRS (cont.)

PROBLEMS ENCOUNTERED IN SEARCHING

The sorting order in SULIRS is shown on page I.B-48. The computer sorting order is somewhat different from the strict alphabetic and numeric order more commonly used and can be somewhat confusing. Knowledge of the sorting order is essential for good searching.

Because of the various ways in which information was entered in SULIRS in the past, there are unique problems that will be encountered with each search key.

1. Call number searches

Different standards were followed at different times for formatting call numbers. Both Dewey and LC numbers should be searched in various ways to account for these differences.

a. Dewey call numbers

Periods were not always used to separate the cutter number section of a call number. The correct format now would be 744.N567

In the past, the correct format would have been: 744N467

Therefore, the number should be searched both ways, under RTC, to make certain you don't miss a record.

For old symbol Dewey call numbers, the symbol was never input as part of the call number, so it should not be used in searching.

Example: Cs
872.3
P645

would be searched RTC 872.3P45 and RTC 872.3.P45

b. LC call numbers

There were differences in punctuation used in LC call numbers as well. There are, therefore, three basic possibilities for an LC call number:

1) current format, LB1051.C67
2) old format, LB1051C67
3) old format, LB1051/C67

SULIRS (cont.)

PROBLEMS ENCOUNTERED IN SEARCHING (cont.)

b. LC call numbers (cont.)

While a period is now being used, a slash was used at one time, or else no punctuation at all. Call numbers should be searched all three ways to make sure no records are missed.

All call numbers should be searched without copy numbers, years, volumes, and any other similar additions to the basic call number. There were so many formats used for spacing and punctuating this information that searching with it would be extremely difficult.

Sorting order is also confusing when there are volumes, etc., in a call number. They do not sort in numerical order, but in the SULIRS sorting order, which is character by character. Thus,

HD251.A7 v.1
HD251.A7 v.10
HD251.A7 v.2
HD251.A7 v.28
HD251.A7 v.4

would be the order in which these records would appear on SULIRS when searching by call number. Also, because of the sorting order, mistakes in spacing and punctuation affect the order in which SULIRS records appear, so it is sometimes necessary to search through quite a few extra records to be sure you haven't missed any pertinent ones.

2. LC card number searches

In the past these numbers were put into SULIRS with a zero (or zeroes) where the dash now appears. Extra leading zeroes were put in to make the number following the dash six digits long; thus the card number 42-329 could appear as 42000329 in SULIRS. Alphabetic characters, although part of the LC card number, were usually not included.

This is not a reliable key to search by, since LC card numbers were not always included in the record even when they were available.

3. Main entry searches

In addition to the stoplist of leading words that should not be used when searching by main entry, there are other problems to keep in mind.

a. Personal names

On older SULIRS records, only the author's surname was put into the field, so you should try two different searches, one with the first (and middle name, and one with only the last name.

SULIRS (cont.)

PROBLEMS ENCOUNTERED IN SEARCHING (cont.)

a. Personal names (cont.)

Example: To search for books by Pablo Picasso try

RTM PICA, ,

as well as

RTM PICA,PAB,

If there is a middle name or initial, search both with and without it.

Example: To search under Dwight David Eisenhower, try three ways.

RTM EISE, ,

RTM EISE,DWI,

RTM EISE,DWI,D

b. Corporate names

This can be a very difficult search, mainly due to the stoplist of leading words. In addition, the entire corporate entry was not always input for older records; only part of the name was input. As a result the order in which they will appear on SULIRS is totally unpredictable.

c. Title main entries

In the past, title main entries were not put in the main entry field, but only in the title field. The editor was put in the main entry field instead. It is therefore important to use more than one search key when looking for this type of record.

4. Series title searches

When searching under series title, do not include the series number at the end since this was not always included. Type in the title, word for word, disregarding initial articles. It is advisable not to type in the entire series title, particularly if it is a long one; just type in enough to distinguish it from shorter titles that may be similar.

5. Title searches

Always disregard initial articles in a title search, as in other searches, both foreign and English languages. If the item has a subtitle, search two ways, with the subtitle and without it.

SULIRS (cont.)

PROBLEMS ENCOUNTERED IN SEARCHING (cont.)

5. Title searches (cont.)

Example: If the title is Picasso:The man and his art, search

RTT PIC, , ,

and

RTT PIC,TH,MA,A

The punctuation used has a definite effect on the sorting order, so it is sometimes more successful to search without a subtitle. If an ampersand (&) is used in a title, search two ways: (1) with the ampersand and (2) with "and". Entries have been made in SULIRS both ways.

6. Main entry/Title searches

This is the most recent search key and is often the most efficient. The same problems mentioned earlier in relation to main entry and title searching apply here.

When searching on SULIRS, always use more than one search key to locate a record. Every possible search key should be used, and every possible method within each key used, to be sure a record has not been overlooked.

FUND AND BRANCH LOAN CODES

1 Reference
1A Administrative Tools
1B Duplicate Periodicals - Bindery
1D Documents
1G Generalia
1R Reference
***1S Reserve Room
***1V Audiovisual

2 Fine Arts
2A Architecture
2B Architecture Reading Room - Slocum Hall
2F Art
2J Environmental Arts
2K Art & Architecture Reference
2M Music
2R Music Reference
***2G Fine Arts Periodicals in Carnegie
***2Q 2nd floor Branch Loan Code

3 Humanities
3C Classics - Language & Literature
3E English - Language & Literature
3F Film Studies
3G German - Language & Literature
3J Journalism
3K Humanities Reference
3L Romance Languages
3P Philosophy
3R Religion
3S Speech, Drama
3T Television - Radio
3X Linguistics
3Y Psychology
3Z Library Science
***3A Humanities Periodicals in Carnegie
***3Q 3rd floor Branch Loan Code
3V Photography

4 Social Sciences
4B Management
4D Education
4E Economics
4F Political Science
4J Consumer Affairs & Community Services
4K Social Science Reference
4M Physical Education
4S Sociology
4W Social Work
***4G Social Science Periodicals in Carnegie
***4Q 4th floor Branch Loan Code

5 Area Studies
5A Anthropology
5E East African Collection
5F Africa
5G Geography
5H History
5K Area Studies Reference
5L Latin America
5M Maps & Cartography
5R Slavic
5S Asia
5T Military & Naval Science
***5Q 5th floor Branch Loan Code

6 Special Collections
6A Archives
6K Special Collections Reference
6M Manuscripts
6R Rare Books
6U Audio Archives
6Y Mayfield
***6Q Special Collections Branch Loan Code

7 Science & Technology
7B Bacteriology, Botany, Biology
7C Chemistry
7E Engineering
7G Physical Geography
7H Geology
7J Nutrition & Food Science
7K Computer Science

7 Science & Technology (cont.)
7L Biological Research Laboratory
7M Mathematics
7N Nursing
7P Physics
7X Science - Generalia
7Z Zoology
7Y Psychiatry

8 Law
8 Law Binding
8K Law Reference
8L Law

9 Miscellaneous
9A Audiovisual Services
9P Gerontology
9R Restricted Account
9T Overseas Program
9V Interlibrary Loan

9 Processing
9B Bindery
9C ~~LPC Tools~~ Miscellaneous
9D Deposit Accounts
$$$9W Postage & Handling
$$$9Y Credits
$$$9Z Minor write-offs (less than $1.00)
***9E Bird Library (bound periodicals only)
***9F Current volume only
***9G Supporting Services Periodicals
***9H 3 months holdings
***9I 1 month holdings
***9J Available thru FAUL
***9K 2 year holdings
***9L 6 months holdings
***9M 1 year holdings
***9N 18 months holdings
***9Q 5 year holdings
***9S SAF Dummy fund
***9U Hold microfilm

*** Codes with asterisks are not Branch Loan Codes only and should never be coded as fund codes.
$$$ For internal use only by the Accounting Programs. 80

SULIRS (cont.)

LC CLASSIFICATION WITH CORRESPONDING BRANCH LOAN CODE (BLC)

LC CLASSIFICATION	BLC
A-AZ	1G
B-BD	3P
BF	3Y
BH-BJ	3P
BL-BX	3R
C-CT	5H
D-DJ	5H
DK	5R
DL	5H
DP	5L
DQ	5H
DR	5R
DS	5S
DT	5F
DU	5S
DX	5A
E	5H
F1-F1200	5H
F1201-F3799	5L
G-GA	5G
GB1-GB397	5G
GB398-end	7G
GC	7G
GF-GT	5A
GV	5Q
H-HA	4S
HB-HD	4E
HE-HG	4B
HJ	4E
HM-HV	4S
HX	4F
J-JX	4F
K-KF	4F
L-LT	4D
M-MT	2M
N	2F
NA	2A
NB-NK	2F
NX	2F

LC CLASSIFICATION	BLC
P	3X
PA	3C
PB	3E
PC	3L
PD	3G
PE	3E
PF	3G
PG-PH	5R
PJ-PK	5S
PL1-PL7999	5S
PL8000-end	5F
PM	3E
PN1-PN1551	3E
PN1600-PN4600	3S
PN4700-PN5639	3J
PQ	3L
PR-PS	3E
PT	3G
PZ	3E
Q - T: If material is known to be in ELS, use BLC 7X. If material is known to be in a science branch, use the branch code for that branch.	
Chemistry	7C
Geology	7H
Mathematics	7M
Physics	7P
EXCEPTIONS:	
RC311-RC630	7J
TR	3L
U	5T
V	5T
Z	3Z

NOTES:

1. Branch loan code for Law Library is 8L.
2. Any branch library may have any book in any call number.

SULIRS (cont.)

SULIRS INVENTORY STATUS CODES

The following is a list of the inventory status codes currently in use in the library system, including their decimal and SULIRS representations, and interpretations. The SULIRS representation appears in the A line. The decimal representation is primarily for internal use and does not appear on the SULIRS record.

Decimal	SULIRS	Interpretation
0	LIB	File control records
1*	?01*	----
2	ORD*	On order
3*	?03	----
4	CL1	First claim
5	CL2	Second claim
6	CL3	Third claim
7	CNL	Cancelled by Library
8	CNV	Cancelled by Vendor
9	DEL	Incomplete problem record
10	PRN	Partial receipt, no invoice
11	RNI	Full receipt, no invoice
12	INB	Invoice, no receipt
13	IPR	Invoice, partial receipt
14	B+I	Full receipt and invoice
15	CNI	Cataloged, no invoice
16	C+I	Cataloged and invoiced
17	UNI	Uncataloged, no invoice
18	U+I	Uncataloged and invoiced
19	NOC	Does not circulate
20*	?20*	----
21	MIS	Missing
22	LST	Lost
23	WDN	Withdrawn
24*	?24*	----
other*	???*	Any status other than those shown

NOTE:

* These status codes are currently not used by the SULIRS system; they may be implemented at some future date. For the present, though, if any of these codes are seen on SULIRS, please report them to the Catalog Maintenance Unit.

The object expense code is a 2-letter combination of entry type, order code and MARC format type. The MARC format are shown on p. IB.47

SULIRS OBJECT EXPENSE CODES
ENTRY/ORDER CODES

ENTRY TYPE	ORDER CODE: C regular order	A regular order	B approval or BSO	I standing order	M membership	G gift	N no header (gift)	S retrospective	E error receipts	M material on membership	R replacement	F no order	P approval order
A (monograph)	IN USE	IN USE	IN USE	NOT VALID	NOT VALID	IN USE	NOT VALID	USED BEFORE 1975	IN USE	USED BEFORE 1975	NOT VALID	USED BEFORE 1975	NOT VALID
S (serial, part of set or series	USED BEFORE 1975	IN USE	USED BEFORE 1975	IN USE	IN USE	USED BEFORE 1975	IN USE	USED BEFORE 1975	IN USE	USED BEFORE	USED BEFORE 1975	USED BEFORE 1975	NOT VALID
P (periodical)	NOT VALID	USED BEFORE 1975	NOT VALID	IN USE	NOT VALID	IN USE	NOT VALID	USED BEFORE 1975	IN USE	USED BEFORE 1975	USED BEFORE 1975	USED BEFORE 1975	NOT VALID
G (microform monograph)	IN USE	IN USE	NOT VALID	NOT VALID	NOT VALID	IN USE	NOT VALID	USED BEFORE 1975	IN USE	USED BEFORE 1975	USED BEFORE 1975	USED BEFORE 1975	NOT VALID
F (microform serial, part of series or set)	USED BEFORE 1975	IN USE	NOT VALID	IN USE	NOT VALID	USED BEFORE 1975	NOT VALID	USED BEFORE 1975	IN USE	USED BEFORE 1975	USED BEFORE 1975	USED BEFORE 1975	NOT VALID
B (audiovisual serial, part of series or set)	IN USE	IN USE	IN USE	NOT VALID	NOT VALID	IN USE	NOT VALID	USED BEFORE 1975	IN USE	USED BEFORE 1975	USED BEFORE 1975	USED BEFORE 1975	NOT VALID
A (AV serial, part of series or set)	USED BEFORE 1975	IN USE	IN USE	IN USE	NOT VALID	USED BEFORE 1975	NOT VALID	USED BEFORE 1975	IN USE	USED BEFORE 1975	USED BEFORE 1975	USED BEFORE 1975	NOT VALID
C (misc.)	USED BEFORE 1975	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID
B (binding)	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	NOT VALID	USED BEFORE 1975

LIBRARY COLLECTIONS - ACCESS

SULIRS (cont.)

SULIRS OBJECT EXPENSE CODES

MARC Format Codes

A Books
B Language material - manuscripts
C Music - printed
D Music - manuscripts
E Maps and atlases - printed
F Maps - manuscripts
G Motion pictures - film strips
H Microforms
I Sound recordings - spoken
J Sound recordings - music
K Pictures - two-dimensional
L Computer media - Machine-readable data
X Authority data - names
Y Authority data - subjects
Z Multi media

MARC format codes may be combined with the following entry/order codes to form the three-letter object expense code.

Entry/Order Combinations in use

AA, AB, AE, AK

BA, BB, BE, BG, BO

FA, FE, FK

GA, GE, GG, GO

MA, MB, ME, MG, MO

PE, PG, PK

SA, SE, SH, SK

SULIRS (cont.)

SULIRS FILING SEQUENCE

The filing sequence, or the hierarchy of the way items are sorted, and the order in which they will appear when you are searching using SULIRS, is given below.

SORT SEQUENCE

(space)	%	F	U	9
. (period)	_ (underline)	G	V	
< (less than)	> (greater than)	H	W	
(	?	I	X	
+	: (colon)	J	Y	
(bar)	#	K	Z	
&	@	L	0	
$	' (apostrophe)	M	1	
*	=	N	2	
)	" (quotes)	O	3	
; (semicolon)	A	P	4	
(not)	B	Q	5	
- (hyphen)	C	R	6	
/	D	S	7	
, (comma)	E	T	8	

ORDER SEQUENCE

a) Blank (i.e., space).

b) Signs, symbols, punctuation as given above.

c) The order of the English alphabet, A - Z. A capital letter is considered to be identical to the same lower-case letter.

d) The order of the Arabic numerals, 0 - 9.

SULIRS (cont.)

OCLC/SULIRS LANGUAGE CODES

Language Code	Articles Ignored
afr	'n
	Die
alb	Nji
	Nj e
ara	al-
	el-
dan	En
	Et
	Den
	Det
	De
	Di
dut	Een
	Eene
	'n
	De
	Het
	't
	's
eng	A
	An
	The
esp	La
fre	Un
	Une
	Le
	La
	L'
	Les
ger	Ein
	Eine
	Der
	Die
	Das
grc	Ho
	H e
	T o
	To
	Hoi
	Hei
	Ta
gre	Heis
	H e
	Henas
	Mia
	Hena
	Hen
	Ho
	To
	Hoi
	Hai
	Ta
haw	He
	Ka
	Ke
	Na
	O
heb	ha-
	ho-
	he-
hun	Egy
	A
	Az
ice	Hinn
	Hin
	Hinir
	Hinar
	Hi
ita	Uno
	Un
	Una
	L'
	Un'
	La
	Il
	Lo
	I
	Gli
	Gl'
	Le
nor	En
	Et
	Ein
	Ei
	Eit
	Den
	Det
	De
	Dei
por	Um
	Uma
	O
	A
	Os
	As
rum	Un
	Una
	O
spa	Lo
	Un
	Una
	El
	La
	Los
	Las
swe	En
	Ett
	Den
	Det
	De
tur	Bir
wel	Y
	Yr
yid	A
	An
	Eyn
	Eyne
	Der
	Di
	Die
	Dos
	Das

SULIRS (cont.)

STOPLIST OF WORDS TO BE IGNORED IN SEARCHING ON SULIRS

a
an
the
of
on
American
Association
Bureau
California
Committee
Conference
Congress
Council
Department
Dept.
Great Britain
Gt. Brit.
Gt.Brit.
House
India
International
National
New York
Senate
Symposium
United Nations
U. N.
U.N.
United States
U. S.
U.S.

Subject: Technical Procedures - Acquisition of Collections

Section: II.A Page: II.A-1-II.A.25

Effective Date: June 1, 1977

Revised Date:

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ACQUISITIONS

Syracuse University Libraries acquire materials for their collections through orders, approval plans, blanket standing orders, deposit accounts, depository, PL-480 and gifts. These methods of acquisition are described on the following pages. Also described are the procedures for placing claims on material which is expected, but which has not yet arrived.

REGULAR ORDERS

A regular order is a single order placed once for a monograph, a multi-volume set, a single volume of a series, a serial or a multi-volume set, or a specified number of volumes of a series. This includes one time orders for backsets of serials or periodicals and additional pieces of serials or periodicals such as cumulative indexes or supplements. A regular order can be for various types of material other than the printed book. These types may include, among others: microforms, phonograph records, cassettes or tapes, maps, printed music, film strips, etc. The main distinguishing characteristics of a regular order are: 1) it is placed once and 2) it is expected to be completely filled on receipt. Regular order requests should be delivered to Monographic Acquisitions.

STANDING ORDERS

A standing order is an order which authorizes a publisher to send every piece of a particular publication automatically as it is published until we tell him to stop. Standing orders may be of the following types and should be delivered to Serials Acquisitions:

Subscriptions (including serials and periodicals)

Publications issued in parts and intended to be published indefinitely, Serials which are published more frequently than once a year are referred to as periodicals. Standing orders for serials usually require entering a subscription. All subscriptions are automatically renewed annually.

Continuations

A set or series of works with a common title or publisher which are expected to be issued at irregular intervals. Generally publication dates have not been determined, but the set or series is expected to be completed at some future date.

Membership

A contractual arrangement with an organization whereby our continuing membership entitles us to receive a number of miscellaneous publications.

Note: Sample order forms are shown on pages II.C-2.

APPROVAL PLAN

The Libraries have an agreement with a U. S. book supplier who will automatically supply new publications from a specified list of domestic University Presses, and, in certain subject areas, from several additional domestic publishers on an approval basis. Not all publications from these presses are sent. The dealer makes selections for us based on our subject profile. A shipment of books arrives each week and they are then displayed on shelves in the Acquisitions Department where subject bibliographers must review them. Books not suitable for the collection are returned to the dealer with an explanation of why the book is unsuitable. A copy of the basic agreement which lists the presses to be supplied and the general subject areas included is located on page II.A-9 of this manual. A detailed description of our profile is available in the Acquisitions Department. To avoid unnecessary duplication, knowledge of the agreement is essential. Titles are not entered into SULIRS file until after acceptance by subject bibliographers. There is no other record of an order for a specific title in any file.

BLANKET STANDING ORDER (BSO)

According to the terms of a written agreement, the Libraries automatically receive all new publications of designated publishers (primarily foreign) in certain subject areas. The material is not sent on approval and generally there are no returns. The material is supplied by foreign book dealers and not directly by the publishers. The books are displayed on shelves in the Acquisitions Department for review by the subject bibliographers. These books are not subject to return, but it is important that receipts be monitored for relevancy. If material unsuitable for the collection is received, consult with the Acquisitions Librarian who can take steps to amend our agreements with the dealer if necessary. To avoid duplication in ordering, it is essential to be very knowledgeable about all details of the agreement.

DEPOSIT ACCOUNTS

For several governments and governmental agencies, the Libraries maintain deposit accounts. This means that there is a certain amount of money deposited regularly in an account with that government or agency. Much material is received automatically in accordance with the terms of specific agreements made with the individual governments or agencies. Check with the Documents Librarian or the Acquisition Department Head for more information about these agreements. Governments and Governmental Agencies with which we have deposit accounts are:

Documents Expediting Service
Educational Resources Information Clearing House (ERIC)
Her Majesty's Stationery Office (HMSO)
Information Canada
Library of Congress Cataloging Distribution Service (LC)
Library of Congress Photo Duplication Service (LC)
National Technical Information Service (NTIS)
United States Government Printing Office (USGPO)
Kenya
Malawi
Tanzania
Uganda
Zambia

DEPOSITORY

The Libraries are a selective partial depository for U. S. Government publications which means that a large number of U. S. Government publications are sent to Syracuse University Libraries automatically at no charge because of our agreement with the Superintendent of Documents. Check with the Documents Librarian for more information on which items have been selected.

PL-480 *Special Foreign Acquisitions*

Under the terms of Public Law 480, Syracuse University Libraries receive selected current monographic and serial material in English as well as in local vernacular languages from India, Pakistan and Sri Lanka. Initial selection and screening of the material is done by the Asian bibliographer. The PL-480 unit of the Area Studies Department acts as the receiving and processing unit for the total volume of PL-480 material. English language material is retained in the main library and is accessible through SULIRS and, eventually, after LC catalog copy has been obtained, through the card catalog. Local language material is retained in the Library annex and is accessible through SULIRS by use of the PL-480 accession number.

GIFTS

The Libraries receive gifts from many sources: faculty, students, alumni and through the mail from individuals, corporations, foreign governments, etc.

Queries about gifts should be referred to the Gift Librarian. The name of the current Gift Librarian can be obtained by phoning the Library Director's secretary in Room 100.

In the Gift Room, located beside the Bindery in the basement corridors, the gifts are sorted according to subject. The accumulation is examined periodically by the bibliographers. Gifts not wanted for the collection are disposed of in an appropriate manner. Gifts to be added to the collection should be forwarded to the Monographic Acquisition Division. Each volume sent should contain a source document with appropriate bibliographic and searching information. Source documents for gifts should be prepared on the form shown on the following page. Follow procedures for pre-order searching and refer to pages II.C-2-II.C-21 for an explanation of the numbers shown on the sample source document. Leave areas 29-35 blank.

SAMPLE SOURCE DOCUMENT FOR GIFTS

Follow procedures for preorder searching and refer to pages II.C-2 through II.C-21 for explanation of numbers. Leave 29-35 blank.

FRONT

FUND 25	BR 26	OCLC 29	VENDOR 31	SET # 32	VOL'S 9	PES 33	DET 34	WORKING NOTES 15
CC # 23		ISBN # 7		ISSN # 8				CALL # ADD 17 LANG 35
MAIN ENTRY 3								
TITLE 4								
SERIES TITLE 5								
ED/PLACE/PUBLISHER/DATE 6								

4/77

BACK

CALL NO. - PRIOR 18	SAF DECISION NST 19 KARDEX	NO. OF SLIP OTHER 21	NUC 22
OCLC NO. 24	SEARCHER 28 DATE		

CLAIMS

A claim is a written request to a supplier to send material to which we are entitled by virtue of our order or subscription payment. No additional funds are encumbered.

REGULAR ORDER CLAIMS

A one-time purchase order will normally be claimed automatically by the computer three months (four for foreign publications) after the order was placed. A second claim will be sent six months after the order was placed, a third after nine. After twelve months, if there has been no response, the order will be cancelled by the Library.

The Receiving Clerk in Monographic Acquisitions reviews all claims before they are mailed. Claims will not be sent when we have received certain replies from the vendor, and in other circumstances.

STANDING ORDER CLAIMS

Standing orders are claimed three times at intervals of four weeks for domestic titles and six weeks for foreign titles.

PERIODICAL CLAIMS - BIRD

Periodicals claims are generated at each kardex; that is, the periodicals housed in Bird Library are claimed at the kardex in Bird. The Bird kardex is marked cl in pencil to indicate that an issue expected for Bird has been claimed. To see whether an item has been claimed, check with the Claims and Replacement Clerk in Serials Acquisitions.

If you notice that one or more issues of a periodical have not been received, please notify the Supervisor of Serials Acquisitions.

PERIODICAL CLAIMS - BRANCHES

All claims are processed in Serial Acquisitions in Bird, but branch libraries must initiate claim cycle by notifying Bird of necessity to claim. WHEN CLAIMED MATERIAL IS RECEIVED DIRECTLY AT A BRANCH, THERE SHOULD BE AN IMMEDIATE NOTIFICATION SENT TO THE CLAIMS/REPLACEMENT CLERK IN BIRD. Since branches receive many subscription titles directly, their mailing address is often the only address in a publisher's files, and claimed material may thus be sent directly to a branch with no notification being given to the Claims/Replacement Clerk who continues on futilely with the routine claim cycle.

SERIAL AND CONTINUATION CLAIMS

All serial and continuation order claims are generated from the Serials Kardex which is reviewed regularly. A yellow copy of the claim form is filed in the kardex to indicate a claim.

Bibliographers should notify one of the Serials Receiving Clerks in writing if they discover that a volume of a serial has not been received and should be claimed. A purchase order should not be placed for a recent volume of a title which is on standing order without first checking with the Supervisor, Serials Acquisitions. He/she will either claim the volume or advise if a purchase order should be placed. A sample claim form is shown on page II.A-8.

APPROVAL PLAN AND BLANKET STANDING ORDER CLAIMS

Claims are not submitted for material expected on Blanket Standing Order or Approval. If you have proof that a title expected on blanket order or approval is really available, ~~i.e., you are aware that the book is available~~, you should prepare an order request and type in Shipping Instructions - DON'T DUP APPROVAL.

Vendor: 105192
Blackwell North America
1001 Fries Mill Road
Blackwood, N. J. 08012

SYRACUSE UNIVERSITY LIBRARIES
DOMESTIC APPROVAL PLAN
(A complete profile available in the Acquisitions Department)

UNIVERSITY PRESSES

Alabama University Press
Arizona University Press

Boston University Press
British Columbia University Press
Brown University Press

California University Press
Cambridge University Press
Case-Western Reserve University Press
Catholic University of America
Chicago University Press
Columbia University Press
Cornell University Press

Duke University Press

East-West Center Press, Hawaii

Fairleigh-Dickinson University Press
Florida State University Press
Florida University Press
Fordham University Press

Georgia University Press

Harvard University Press
Hawaii University Press

Illinois University Press
Indiana University Press
Iowa State University Press

Johns Hopkins University Press

Kansas University Press
Kentucky University Press

Louisiana State University Press
Loyola University Press, Chicago

McGill-Queen's University Press, Montreal
M. I. T. Press
Miami University Press, Florida
Michigan State University Press
Michigan University Press
Minnesota University Press
Missouri University Press

Nebraska University Press
Nevada University Press
New York University Press
North Carolina University Press
Northwestern University Press
Notre Dame University Press

Ohio State University Press
Oklahoma University Press
Oregon State University Press
Oregon University Press
Oxford University Press

Pennsylvania State University Press
Pennsylvania University Press
Pittsburgh University Press
Princeton University Press

Rutgers University Press

Saskatchewan University Press
Southern California University Press
Southern Illinois University Press
Stanford University Press
*Syracuse University Press

Tennessee University Press
Texas University Press
Toronto University Press

Utah University Press

Vanderbilt University Press
Virginia University Press

Washington State University Press
Washington University Press
Wayne State University Press
Wesleyan University Press
Wisconsin University Press

Yale University Press

* Received direct from Syracuse University Press

SYRACUSE UNIVERSITY LIBRARIES

DOMESTIC APPROVAL PLAN
(A complete profile available in the Acquisitions Department)

DOMESTIC TRADE PUBLISHERS

H. M. Abrams Inc. (Art books only)
Academic Press
Gordon & Breach Publishers Inc.
Irwin-Dorsey Press, Inc. (all publications, including textbooks)
McGraw Hill (Science and Technology and Social Sciences only)
Pergamon (Science and Technology only)
Prentice-Hall (Science and Technology)
Scarecrow Press, Inc.
Shoestring Press, Inc. (including Linnet Books and Archon Books)
Springer-Verlag, Inc. (English only)
Wiley (Science and Technology only)

EXCLUSIONS

Books distributed for an unrelated press
Catalogs
Government publications
How-to books
Juveniles
Lab manuals
Law books
Maps
Microforms
Mss. facsimiles
Musical scores
Pamphlets under 50 pages
Periodicals
Records
Reprints
Revised editions
Societies/Associations
Textbooks
Theses, Dissertations
Titles on standing order
*University Departments
*Volume 2 and following of numbered series and sets

*Selection slips in lieu of books will be sent

Vendor: 1686
Guy Boussac
46 Rue de Babylone
Paris 7E
France

FRANCE

BLANKET ORDER PLAN

I. Boussac will supply publications of selected publishers (as per attached list) in the following subject areas:

History - Western European. Original works, originally published by the publishers on the attached list, treating of the history of the following countries: France, Germany, Spain, Italy, Austria, Switzerland, and the Low Countries. Exclusions: Great Britain and Scandinavia, which may be selectively purchased apart from the Blanket Order Plan. No histories of special subjects - e.g., Law, Economics - which will also be purchased on a selective basis.

Literary criticism and philology. Original works, originally published by the publishers on the attached list, written by French authors and treating of French literature. No primary material - i.e., novels, poetry, plays - at this time. These will continue to be acquired on a selective basis apart from the B. S. O. plan.

II. General Exclusions:

1) Reprints
2) Translations of original works published elsewhere
3) Numbered series after volume one (selection slips will be supplied in area of books)
4) Textbooks
5) Material on standing order

FRANCE

BLANKET ORDER PLAN

PUBLISHER	HISTORY	LITERATURE
Arthaud	x	o
Aubier Montaigne	x	o
Calmann-Levy	x	o
Colin	x	x
Corti, Jose	o	x
Fayard	x	x
Flammarion	x	x
(Editions) France Empire	x	o
Gallimard	x	x
Grasset	x	x
Hatier	x	o
Julliard	x	o
Kliencksieck	x	x
Laffont	x	o
Larousse	x	o
Maspero	x	o
Michel, Albin	x	o
(Edition de) Minuit	x	x
(Lettres-Modernes) Minard	x	x
Nizet	o	x
Pavat	x	o
(Librarie Academique) Perrin	x	o
Picard	x	o
Plon	x	x
Presence Africaine	x	o
Press Universitaires de France	x	x
(Editions de) Seuil	x	x
(Editions de la) Table Ronde	x	x

Vendor: 40383
Otto Harrassowitz
Postfach 349
6200 Wiesbaden
Germany

GERMANY

BLANKET ORDER PLAN

I. Harrassowitz will supply publications of selected publishers in the following subject fields:

History: 1) History of Germany, Austria and Switzerland - original works published on the attached list treating of the history of the Holy Roman Empire, Prussia, the Hapsburg Empire, Germany, Austria and Switzerland from the time of Charlemagne to the present. Strictly local histories are to be excluded; however history of the Hanseatic cities and other cities whose histories had direct or indirect influence on the history of Central Europe are to be included.

2) History of Italy, the Iberian Peninsula, the Low Countries and France - original works published by the publishers on the attached list.

Literary Criticism and Philology: Original works written by German authors and published by the publishers on the attached list, treating of German literature from Old High German to the present. No primary materials, i.e., novels, poetry, plays should be supplied. These will be acquired on a selective basis.

Music: Original works of scholarly quality published by Baerenreiter only.

Political Science: Original works of scholarly quality written by German authors and published by the publishers on the attached list covering the theory, function, and form of government; constitutional history; the administration of the state: and foreign relations, including books covering the political situation in modern Germany. The works supplied covering the above topics shall be limited to books treating of the German Federal Republic and the German Democratic Republic, Austria, and Switzerland. Books covering local politics should be excluded.

II. General Conditions

1) Books costing more than $50.00 will not be supplied without a special report on their price.

2) Lists or cards describing books which were not supplied, but which may be considered of interest will be sent for individual selection.

GERMANY

BLANKET ORDER PLAN

II. General Conditions (cont.)

3) Only books of academic and research value are to be supplied bearing in mind that the needs of an American University Library are not the same as those of its German counterpart. Therefore the works dealing exclusively with local matters and conditions should not be supplied automatically but their existence brought to the attention of the Library (as under 2) for individual selection.

4) All books originally published in English or French in the German speaking area are to be supplied provided they fit into categories described above.

III. Exclusions

1) Volumes subsequent to volume one for numbered series or sets. (Slips will be sent in lieu of books if no standing order has been placed.)

2. Material on standing order.

GERMANY

BLANKET ORDER PLAN

PUBLISHER	HISTORY	LITERATURE	MUSIC	POLITICAL SCIENCE
Akademie Verlag.	x	x	o	x
Atheneum Verlag.	o	x	o	o
Aufbau Verlag.	o	x	o	o
Baerenreiter	o	o	x	o
C. H. Beck'sche Verlag	x	x	o	o
Boehlau Verlag K. G.	x	x	o	x
Boldt.	x	o	o	o
Bouvier (Bonn)	x	o	o	o
De Gruyter	x	o	o	x
Deutsches Verlag der Wissenschaften.	x	o	o	x
Dietz Verlag	x	o	o	x
Elwert (Marburg)	x	o	o	o
Europaeische Verlagsanstalt.	x	o	o	x
Fink	x	o	o	x
Francke (Berne).	o	x	o	o
Hanser	o	x	o	o
Juris Verlag	x	o	o	x
Kienenhauer & Witsch	x	x	o	x
Kohlhammer (Stuttgart)	x	x	o	o
A. Kroener Verlag.	x	o	o	o
Lang (original publications only).	o	x	o	o
Luchterhand.	x	o	o	x
Metzler (Stuttgart).	o	x	o	o
Metzner.	x	o	o	x
Musterschmidt.	x	o	o	x
Niemeyer	o	x	o	o
Oldenbourg	x	o	o	o
Piper Verkag	x	o	o	x
Schmidt, Erich	o	x	o	o
Steiner (Wiesbaden).	x	o	o	o
Stiehm, Lothar	o	x	o	o
Uni-Druck Verlag	x	o	o	x
Vandenhoeck & Ruprecht	x	x	o	x
Westdeutscher Verlag	o	o	o	x
Winter, Carl	x	o	o	o
Wissenschaftliche Buchges. (original publication only)	x	o	o	x
Wissenschaft und Politik Verlag.	o	o	o	x

Mouton

Vendor: 1566
Blackwell
Broad Street
Oxford
England

GREAT BRITAIN

BLANKET ORDER PLAN

I. Blackwell's own publications in the following areas:

Economics
History
Music
Philosophy
Social Sciences

II. The following series even though they fall outside the above subject areas:

Blackwell's French Texts
Blackwell's German Texts
Blackwell's Russian Texts
Notes on English Literature
Medium Aevum Monographs
Oxford University Institute of Economics and Statistics Monographs
Yearbook of Agricultural Cooperation
Anglo-Norman Texts
Symposia of the Royal Entomological Society
British Ecological Society Symposia
International Biological Programme Handbooks

III. In addition, Blackwell will continue to report the fascicles of Spalding: Historical Dictionary of German Figurative Usage.

Vendor: 40296
Casalini Libri
Via Leopardi
Firenze
Italy

ITALY

BLANKET ORDER PLAN

The Blanket Order Plan w-ll be limited to the following subject fields:

1. Italian History. Original works, originally published by selected publishers, see list treating of the history of Italy and Italian dependencies from classical times to the present. Exclusions: histories of special subjects - e.g., law, economics, which may be purchased on a selective basis.

2. Political Science. Original works of scholarly quality written by Italian authors and published by selected publishers, see list covering the theory, function, and form of government, constitutional history, the administration of state; and foreign relations, including books covering the political situation and elections in modern Italy. Books covering local politics should be excluded.

3. Italian Literature. See attached.

General Exclusions:

1. Reprints

2. Translations or original works published elsewhere

3. Titles in series now received on a series standing order plan

4. Textbooks

5. Juvenile books

6. Volumes succeeding the first published in a numbered series or set (slips will be supplied in lieu of books)

General Conditions:

Books costing more than $30.00 will not be supplied without a special report on their price; cards describing books which were not supplied, but which may be considered of interest will be sent for individual selection. No serials or series received on standing order should be supplied. (A list of these titles was supplied.)

ITALY

BLANKET ORDER PLAN

PUBLISHER	HISTORY	POLITICAL SCIENCE
Biblioteca Apolstolica Vaticana.	x	o
Cisalpino.	o	x
Editori Riuniti (Roma)	x	o
Edizioni Cinque Lune	o	x
Edizioni di Comunita	o	x
Einaudi (Torino)	x	o
Feltrinelli (Milano)	x	o
Giuffre.	x	o
Hoepli (Milano).	x	o
Laterza (Bari)	x	o
Il Mulino.	o	x
Olschki (Firenze).	x	o
Sansoni (Firenze).	x	o
Universita Cattolica del Sacro Cuore	x	o

N.B. For Literature, see attached list of authors.

ITALY

BLANKET ORDER PLAN

Literature

A. Authors from the Duecento to the Ottocento.

Syracuse University Library will accept a) critical editions of works by the authors listed below, b) works of criticism on the same authors.

Duecento

Dante Alighieri
Poets of the Sicilian School
Stilnovisti poets

Trecento

Boccaccio, Giovanni
Compagni, Dino
Petrarca, Francesco
Sacchetti, Franco

Quattrocento

Alberti, Leon Battista
Boiardo, Matteo Maria
Ficino, Marsilio
Medici, Lorenzo de'
Pico della Mirandola, Giovanni
Poliziano, Angelo
Salutati, Coluccio
Sannazaro, Jacopo

Cinquecento

Aretino, Pietro
Ariosto, Ludovico
Bandello, Matteo
Bembo, Pietro
Bruno, Giordano
Buonarotti, Michel Angelo (lit. wks. only)
Giraldi Cinthio, Giambattista
Grazzini, Anton Francesco
Guiccardini, Francesco
Machiavelli, Niccolo
Tasso, Torquato

Seicento

Basile, Giambattista
Campanella, Tommaso
Marino, Giambattista
Tassoni, Alessandro
Testi, Fulvio

Settecento

Alfieri, Vittorio
Baretti, Giuseppe
Foscolo, Ugo
Goldoni, Carlo
Gozzi, Carlo
Gozzi, Gaspero
Meli, Giovanni
Metastasio, Pietro
Monti, Vincenzo
Muratori, Ludovico
Parini, Giuseppe
Vico, Giambattista

Ottocento

Aleardi, Aleardo
Belli, Giuseppe
Berchet, Giovanni
Boito, Arrigo
Capuana, Luigi
Carducci, Giosue
D'Annunzio, Gabriele
D'Azeglio, Massimo
De Amicis, Edmondo
De Marchi, Emilio
De Roberto, Federico
Deledda, Grazia

Literature

Ottocento (cont.)

Fogazzaro, Antonio
Fucini, Renato
Giacosa, Giuseppe
Giusti, Giuseppe
Grossi, Tommaso
Guerrazzi, Francesco
Leopardi, Giacomo
Pascoli, Giovanni
Pellico, Silvio
Praga, Emilio
Prati, Giovanni
Scapigliati
Serao, Matilde
Verga, Giovanni
Zanella, Giacomo

B. Novecento.

The Library will accept only a) works by the authors listed below, b) works of criticism on the same authors. The Library will not accept a) literary anthologies of 20th century authors, b) school editions designed for scuole medie and licei, c) volumes bearing the title: Avviamento allo studio di...

Alvaro, Corrado
Arbasino, Alberto
Arpino, Giovanni
Bacchelli, Riccardo
Banti, Anna
Barile, Angelo
Bernari, Carlo
Bertini, Valerio
Berto, Giuseppe
Bertolucci, Attilio
Betocchi, Carlo
Betti, Ugo
Bevilacqua, Alberto
Bianciardi, Luciano
Bigiaretti, Libero
Bigongiari, Piero
Bilenchi, Romano
Boine, Giovanni
Bontempelli, Massimo
Borgese, Giuseppe Antonio
Brancati, Vitaliano
Buono, Oreste del
Buzzati, Dino
Calvino, Italo
Campana, Dino
Caproni, Giorgio
Cardarellim Vincenzo
Cassieri, Giuseppe
Cassola, Carlo
Cecchi, Emilio
Cicognani, Bruno
Comi, Girolamo
Comisso, Giovanni
Cordero, Franco
Davi, Luigi
Dessi, Giuseppe
Fabbri, Diego
Fallacara, Luigi
Fenoglio, Beppe
Flaiano, Ennio
Fratti, Mario
Gadda, Carlo Emilio
Gatto, Alfonso
Ginzburg, Natalia
Govoni, Corrado
Gozzano, Guido

Vendor: 40132
Martinus Nijhoff
Box 269
The Hague
Netherlands

NETHERLANDS

BLANKET ORDER PLAN

I. Selected publishers (as per attached list) in the following subject areas:

a) Anthropology and Ethnology. Original works of a scholarly nature published by publishers on the attached list, in English, French and German.

b) Classical Literature and History. Scholarly works treating the literature of the Greek and Early Roman era. No primary materials - e.g., new editions and translations of the poetry and drama of the era.

c) History, Medieval to Modern. Original works of scholarly quality, treating European history from Charlemagne to the present, written in English, French or German. Books treating solely local history are to be excluded.

d) Literary Criticism and Philology. 1) Original works written in English, treating European and American Literature. No primary materials, i.e., novels, poetry, plays. 2) Original works written in French and German, in the language of the subject country, treating French and German literature. No primary materials, as above.

e) Philosophy. Original works in English only, treating general philosophy, metaphysics, ontology, phenomenology, logic, ethics, and the history of philosophy.

f) Science and Technology. Original work, in English only, treating engineering, metallurgy, chemistry, physics, and mathematics.

g) Natural Sciences. Original works in English only, treating biology, botany, zoology, and the earth sciences.

h) Social Sciences. Original works in English only, treating the following subject areas:

1) Business and Economics. Econometrics, money, banking and credit, labor history, economic history, international trade, economic development of underdeveloped countries, business and economic statistics, management theory, marketing and accounting (including textbooks in these two areas only), and transportation.

2) Education. Histories of important universities; educational theory; philosophy and/or methods, by country.

3) Law. International and comparative law; law of the oceans and space. Exclude: legal dictionaries and casebooks.

NETHERLANDS

BLANKET ORDER PLAN

h) Social Sciences (cont.)

4) Political Science. Theory, function and form of government, constitutional history, foreign relations, administration of the state, political parties and elections. Exclude: books concerned with individual cities, provinces and districts (except American and Canadian).

5) Sociology. Sociological theory, crime and penology, deviant behavior, minority groups, public housing and new towns, urban sociology, comparative sociology.

II. General Exclusions: a) reprints, b) translations of original works published in other countries, c) revised editions of previously published works, d) titles now being received on a series standing order plan, e) textbooks, f) juvenile books.

III. General Conditions: a) books costing more than $75.00 will not be supplied without a special report on their price, b) lists or cards describing books which were not supplied but which may be considered of interest will be sent to us for individual selection, c) only books of academic and research value are to be supplied, bearing in mind that the needs of an American University Library are not the same as those of its Dutch counterpart. Therefore works dealing exclusively with local matters and conditions should not be supplied automatically but their existence should be brought to the attention of the Library for individual selection.

NETHERLANDS
BLANKET ORDER PLAN
NIJHOFF PROFILE

PUBLISHER	ANTHRO-POLOGY	CLASSICAL LITERATURE & HISTORY	HISTORY MEDIEVAL TO MODERN	FINE ARTS	LITERARY CRITICISM & PHILOLOGY	PHILOSOPHY	SCIENCE & TECHNOLOGY	NATURAL SCIENCES	SOCIAL SCIENCE
Brill.	x	x	x	o	x	x	o	o	x
De Graf.	o	x	x	o	x	x	o	o	o
Elsevier	o	o	o	o	o	o	x	x	o
Hakkert.	o	x	o	o	o	o	o	o	o
Junk	o	o	o	o	o	o	o	o	o
Kluwer	o	o	o	o	o	o	o	o	x
Leyden U. Press. . .	o	x	x	o	x	x	o	o	o
~~Mouton . . . . . x x x~~ Transferred to Germany ~~x x x~~									
Nijhoff.	o	x	x	o	x	x	o	o	x
North Holland. . . .	o	o	o	o	o	o	x	x	x
Reidel	o	o	o	o	o	o	x	o	x
Rotterdam U. Press .	o	o	o	o	o	o	o	o	x
Sijhoff.	o	o	x	o	o	o	o	o	x
Van Gorkum	o	o	x	o	x	x	o	o	o

Note: "x" indicates publishers to be included in the subject area at head of column.
"o" indicates publishers to be excluded in the subject area at head of column.

PHONOGRAPH RECORDS

BLANKET ORDER PLAN

Publisher	Distributor
Archiv	Discount Records
Nonesuch	Discount Records
Argo	Discount Records
L'Orseau-Lyre	Discount Records
Composer's Records, Inc.	Composers Records
Rococo	Rococo
Telefunken	Discount Records

Subject: Technical Procedures - Searching

Section: II.B Page: II.B-1 - II.B-34

Effective Date: June 1, 1977

Revised Date:

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SEARCHING

PURPOSE

Pre-order and pre-catalog searching are essential to avoid undesired duplication, to provide accurate descriptive information about the bibliographic characteristics of each item, and to provide cataloging copy, if obtainable. Bibliographic assistants are responsible, under the direction of a bibliographer, for pre-order searching and for the preparation of the order request form. Before beginning a pre-order search, it is important to remember that information provided by the originator of an order request may be incorrect or misleading. DO NOT TAKE ANYTHING FOR GRANTED.

In pre-order searching, it is necessary to establish:

Whether the Library already possesses a copy of the item.

Whether the item is already on order.

Whether the item is expected on standing order, blanket standing order or the approval plan.

Whether the item has been received, but not yet cataloged.

It is also necessary to collect and verify bibliographic information and information about availability for sale. To accomplish this, searchers must be thoroughly familiar with the Bibliographic Searching tools appropriate to their area. These tools are described in detail on pages II.B-13 - II.B-33.

Before proceeding to the specific procedures for searching and preparation of the order request form, however, it is also necessary to determine if the order should be a regular one-time order or a standing order, as the procedures are described separately (see definitions on pages II.B-13-33.)

BIBLIOGRAPHIC TOOLS

Order requests must be searched in bibliographic tools to verify the information necessary for ordering and cataloging. National bibliographies are a historical record of a country's publishing and can be used in the identification and description of a particular item. Trade bibliographies list items currently in-print or for sale, and are usually compiled by publishers or booksellers. In addition, many standard bibliographies are organized by subject or date. Some bibliographic tools are more reliable than others, and some are only useful for certain types of material or for material published in specific languages or countries. The tools listed on pages II.B-13 - II.B-33 are those most frequently used, in order of their usefulness for type of material or country of origin. The list is not intended to be all-inclusive. Before using any bibliographic tool for the first time, one should always read the introductory material in the book in order to understand fully its coverage, arrangement, notation symbols and abbreviations.

ORDER OF THE SEARCH - REGULAR ORDERS

The following sequence of searching procedures is suggested as the most efficient manner of conducting a pre-order search for a regular order. In some cases, however, it may be preferable to begin the search with the card catalog or SULIRS, and as information is collected, it will often be necessary to retrace certain steps. The imprint date and place of publication are most important in determining the order of the search and in using national and local bibliographies. As you search, make appropriate notations (0 = nothing found, ✓✓ = exact item found, ✓ = similar, but not exact item found) so that it is obvious which entries have been searched.

In general, stick to the following order of search and do not go beyond these sources without conferencing with the appropriate bibliographer. The search ends after the entry has been verified, all bibliographic information has been filled and the availability and price information have been determined. All sources consulted should be listed on the order request form. Use the "Other" space on the order request form if necessary.

Always use LC proof slips first if available. After searching the following tools to no avail, search publishers or dealers catalogs.

For the abbreviations used to cite the tools searched and for data on the material included, see page I.B-35

*American imprints

Before current year
OCLC - NUC - CC - SULIRS - 90 day Files - BIP - PTLA - CBI

Current year, to date

OCLC - NUC - CC - SULIRS - 90 day Files - BIP - FB - PTLA - CBI - BPR - Publishers Catalog

*British imprints (include Commonwealth countries)

OCLC - NUC - CC - SULIRS - 90 day Files - BBIP - BNB - CBI - English Catalog - Whitakers

*French imprints

OCLC - NUC - CC - SULIRS - BN - CEF - LA

*German imprints

OCLC - NUC - CC - SULIRS - DNB - DBHV - VLB

* If item part of series, add after CC: SAF - SSL - SKA - MKA

ORDER OF THE SEARCH - REGULAR ORDERS (cont.)

*Italian Imprints

OCLC - NUC - CC - SULIRS - BNI - COL - LRI - CUBI

*Russian Imprints

OCLC - NUC - CC - SULIRS - CUC - Kniz. Letopis - Slavonic

*Spanish Imprints

OCLC - NUC - CC - SULIRS - Country Bib - LEV - RIB

*Other national imprints

OCLC - NUC - CC - SULIRS - Country Bib (see II.B-25)

Publications distinguished by form (dissertations, serials, etc.) not located in standard bibliographic sources see pages II.B-27 - II.B-33

* If item part of series, add after CC: SAF - SSL - SKA - MKA

PRE-ORDER SEARCHING - ORDER OF THE SEARCH - STANDING ORDERS

The following sequence of searching procedures is suggested as the most efficient manner of conducting a pre-order search for a standing order. As shown below, procedures vary for standing order searches depending on the type of material being ordered, e.g., periodical, serial or continuation. Follow the sequence of steps appropriate for the type of material you are searching. In some cases, however, it will be necessary to retrace certain steps. As you search, make appropriate notations (0 = nothing found, ✓✓ = exact item found, ✓ = main entry verified, but exact item not found) so that it is obvious which entries have been searched. Also, be sure to note all information on the title being searched, especially the price, full title, frequency, date of publication and the publisher's name and address. If the publication being searched is brand new and you do not have complete publication information in hand, write to the publisher before placing the order, and include a copy of the resulting letter or flier with your order.

In general, verify the entry first, then check to see if we own the title and what holdings we have, then check for publisher and price -nformation. It is advisable not to go beyond the sources listed without conference with the appropriate bibliographer. The pre-order search is complete when the entry has been verified and all bibliographic and order information has been filled in. All sources consulted should be listed on the order request form. Use the "Other" space on the order request form if necessary.

If you are unable to verify an entry after searching all listed sources, it will be necessary for you to follow the rules for establishing entry as described in the Anglo-American Cataloging Rules, p. 20. These rules are also explained in an abbreviated manner in the section on the preparation of order requests.

Always use LC proof slips first if available. After searching the tools listed and appropriate special foreign bibliographies to no avail, consult publishers or dealers catalogs.

For the abbreviations used to cite the search tools and for a description of the material included see page II.B-35 and Page II.B-13 - II.B-34.

Periodicals

OCLC - NST - NUC - ULS - CC - SSL - PKA - SULIRS - 90 day files - ULR - AYERS - WILLINGS - FAXON

Newspapers

NST - OCLC - NKA - CC- SSL - SULIRS - AYERS - WILLINGS - FAXON

Serials

OCLC - NST - NUC - LCMONO - ULS - SAF - CC - SSL - SKA - SULIRS - 90 day ISA - ULR - PTLA - BSB

ORDER OF THE SEARCH - STANDING ORDERS (cont.)

Continuations

OCLC - NUC - LCM - SAF - CC - SSL - SKA - SULIRS - 90 day - ISA - BSB - PTLA

Memberships

The membership kardex must be searched first, then every publication received on membership should be checked according to the procedures given above.

BIBLIOGRAPHIC TOOLS - USE AND INTERPRETATION

NATIONAL BIBLIOGRAPHIES - OCLC

Check OCLC to verify the correct entry and to determine if Syracuse University Libraries already own the item being searched. There may be more than one record for the item. Check them all. The symbol for Syracuse University Libraries is SYB. If this symbol appears at the bottom of a record, it means that one of the Syracuse University Libraries owns the item. Use SULIRS as a quick check to determine the holding library. If multiple records are found and SYB is not listed, use the bibliographic information from the record prepared by LC (identifiable by DLC or cDLC in the 040 fields) or from the record that most closely conforms to the AACR rules of entry. Note the OCLC number of all records found, even if not used as your source. Give the number of your source record first.

Searching OCLC

OCLC has several ways to search for the same information. The search keys for OCLC are similar to those used for SULIRS. Each method of searching appropriate to the piece you are searching should be tried. For a full description of OCLC search techniques, please consult On-Line Cataloging, a copy of which is available at each terminal. OCLC may be searched for both monographs and serials, but the information for serials is much less complete and less reliable.

Search LC card number.

Search by ISBN. Remember to omit the hyphens.

Search by title. This is a derived search key using a format of 3,2,2,1 where (3) is the first three letters of the first word in the title (excluding articles); (2) is the first two letters of the second word of the title; (2) is the first two letters in the third word in the title; and (1) is the first letter in the fourth word in the title, all separated by commas. Even if you have fewer than four words, you must have three commas.

Example: Birds of the world = Bir,of,th,w
Godfather = God,,,

Search by author and title. This search key uses the format of 4,4 where (4) is the first four letters of the first word in the main entry and (4) is the first four letters of the first word in the title (excluding initial articles).

Example: Birds of the world by Thomas Smith = Smit,bird

See page 33 of Addendum no. 4 to On Line Cataloging for a list of words to be ignored in searching corporate authors.

Search by author. This search key uses the format of 4,3,1 where (4) is the first four letters of the author's last name, (3) is the first three letters of the author's first name and (1) is the first letter of the author's middle name. You must have two commas, even if you have fewer than three words. Example: Thomas M. Smith = Smit,Tho,m

See page 33 of Addendum no. 4 to On Line Cataloging for a list of words to be ignored in searching corporate authors.

BIBLIOGRAPHIC TOOLS - USE AND INTERPRETATION (cont.)

Interpreting OCLC Information

An OCLC record is made up of fixed fields (the first four lines at the top of the screen) and variable fields which contain bibliographic data. The fields of primary interest for searching are:

010 - LC card number
020 - ISBN
040 - Cataloging Source (use DLC or cDLC if available)
1xx - Main entry
245 - Title
250 - Edition
4xx - Series
8xx - Correct series tracing

If you find a record in OCLC for the item being searched, you should look first at the bottom of the record. Here are found the list of libraries that have used this record and thus indicated their ownership of the book it represents. (An up-to-date listing of symbols and the institutions they represent can be found in the ILL office.) If you find SYB, which is the symbol for Syracuse University Libraries, in this listing, the item is owned by Syracuse University Libraries. However, as SYB may include Law or Gerontology, you should check SULIRS or the card catalog to determine the actual holding library. If the item is in a collection outside the main library, check with the appropriate bibliographer to determine if another copy is needed before continuing with the search.

*Note Law records are no longer in SULIRS even though the SYB symbol is recorded on an OCLC return

If the exact item is found and SYB is not listed, record the bibliographic information exactly as shown, including the OCLC number. If multiple records are found, be sure to check holding libraries at the bottom of each record. Use bibliographic information from the record prepared by LC (identifiable by DLC or ≠cDLC in the 040 fields) or from the record that most closely conforms to the AACR rules of entry. Note the OCLC number of all records found.

Item Part of a Series

If the record has a series and does not have an SYB, look next to see if it has a series statement. Series in OCLC are those lines with tags of 400, 410, 411, 440, 490 0, 490 1, 800, 810, 811, 840. Patricular attention should be paid to these lines, as an understanding of this information is essential in properly completing the order form.

Lines with tags 400, 410, 411, 440 mean that the series is traced exactly as it appears in the series statement. A tag of 490 0 means that the series is not traced. A tag of 490 1 means that the series is traced but in a different format. The correct series tracing can be found in the 8xx fields.

Each series found in OCLC should be checked against the Series Authority File (SAF) to determine the exact format used by Syracuse University and the correct series decision. In addition, the serials kardex should be checked to make sure we do not have a standing order for the series. A full description of the SAF is found on page I.B-6 and the kardex is explained on page I.B-22.

BIBLIOGRAPHIC TOOLS - USE AND INTERPRETATION (cont.)

Pre-Catalog Searching

If you are using OCLC for searching from the uncataloged backlog or with the book in hand, the following additional instructions apply:

Monographs

If the record has an SYB at the bottom, copy down main entry and call number on a transmittal form. Check author-title catalog or SULIRS to make sure our cataloging is for same edition as you have in hand and that we used the same call number. If edition is same, note the call number we used and check with appropriate bibliographer to determine if another copy is needed in the collection. If yes, send item to acquired cataloger for your floor as a duplicate copy add. If the edition is different, still check with bibliographer first, then, if yes, send back to acquired cataloging, but not as a duplicate copy add, noting OCLC number and call number of our related edition.

If the first copy is in Arents, there will only be a main entry card in our card catalog. If the first copy is in Gerontology, you must check SULIRS, as there will be no cards in our card catalog. After 12/76, there are no cards in our card catalog for books in the Law Library, but SYB on record may be for a Law copy as cards still being produced on OCLC for Law. In none of these three cases will your book be a duplicate copy add. Send to your acquired cataloger with OCLC number, but not as a duplicate copy add.

If OCLC record does not have SYB at bottom, send book to acquired cataloger with OCLC number written by the title. If you find a good record on OCLC for a related edition, you may send book to acquired cataloger with a notation to that effect, as OCLC record can probably be altered for edition in hand.

Pre-Catalog Searching - Serials

If you are using OCLC for pre-catalog searching of serials, and you find SYB on an open record, check the call number in the serials shelflist to be sure we used the same number and send the book with the correct call number to Serials Cataloging as a serial add. If there is no SYB on the record, write the OCLC number in the book and send to the Serials Acquired Cataloger as a new title.

BIBLIOGRAPHIC TOOLS - USE AND INTERPRETATION (cont.)

National Bibliographies - NUC

Check the National Union Catalog (NUC) or LC catalogs if no record can be found in OCLC.

Searching NUC - Monographs

Material produced under editorial direction now (1977) has its title as main entry. There may or may not be a cross reference from the name of the editor or compiler. Earlier LC practice was sometimes to use the editor or compiler as main entry. Search both ways.

Works with more than three authors named on the title page will also have a title main entry. Again there may be a cross reference from the first named author.

Material which is clearly the expression of the corporate thought of a government or organization is entered under the name of that corporate body, e.g., American Bar Association. Subdivisions of a government are entered under the name of the larger political entity of which they are a part, e.g., Syracuse, N. Y. Department of Public Works; New York (State) Department of Mental Hygiene; United States. Department of State. Material produced by a sub-unit of a non-governmental organization is generally entered under the name of the parent body, e.g., American Library Association. Office for Intellectual Freedom. Sometimes the subordinate body is so well known by its own name that it is entered directly, e.g., The American Bar Association. Section of Judicial Administration. National College of State Trial Judges is entered under: National College of State Trial Judges.

The proceedings of a conference, symposium, etc. are entered under the name of the conference, e.g., Conference on Silicon Carlude, 1st, Boston, 1959.

Publications from educational institutions, museums, churches, etc. are now (1977) entered directly under the name of the institution, e.g., Munson-Williams-Proctor Institute, Utica, N. Y. Museum of Art. Previous LC practice would have entered such a body under the name of the place where it is located, e.g., New York (City) Metropolitan Museum of Art. Both styles of entry exist in NUC. Search both ways.

If LC cataloging cannot be found for the item being searched, there are certain circumstances in which related LC cataloging is acceptable.

If the work is a reprint or facsimile, you should search for LC cataloging for the original.

If the work is a later edition, search for LC copy for the earlier edition.

If the work is in microform, search for LC cataloging for the original.

If you are searching NUC before giving the book to a bibliographer for original cataloging, some additional conditions apply.

The cataloger will be interested in any verification you can find of the correct form of entry for the author. LC cataloging for a different book by the same author should be given to the bibliographer.

NUC cataloging for the work should be xeroxed also as it can be used by the bibliographer in preparing original cataloging.

BIBLIOGRAPHIC TOOLS - USE AND INTERPRETATION (cont.)

Searching NUC - Serials

As in monographic searching, you are looking for LC copy.

The same guidelines for monographs apply to serials with the following additions:

Journals with a distinctive title are entered under their title; journals with only a generic title, e.g., bulletin, are entered under the sponsoring organization.

Journals are cataloged by successive title; that is, when a serial changes its title, new cataloging is created for the new title and the cataloging for the old title is closed.

Searching NUC - Non-Book

Normal searching procedures should be followed, with the additions noted below.

Media materials are not included in the basic NUC set. Supplemented volumes entitled "Films" should be consulted for all visual materials including slides and videotapes. Volumes entitled "Music and Phono Records" should be consulted for all sound recordings, including non-musical tapes and records. See page II.B-29 for further explanation of bibliographic tools for Non-Book material.

In the beginning of each volume of the NUC "Films", is a list of current addresses of media distributors which is often helpful.

Interpreting NUC

It is important to distinguish between LC cataloging and contributed (NUC) cataloging. Only LC cataloging is acceptable if you have the book in hand, and the book is to go to Acquired Cataloging. Apart from visible differences in typography, there are two other distinguishing features:

NUC records have no call number at the bottom of the record. Some NUC records in Mansell have a call number at the top, but this is not acceptable as LC Cataloging.

NUC records have "NUC" as a prefix to the card number, e.g., NUC71-5139.

NATIONAL BIBLIOGRAPHIES - OTHER

For assistance in using and interpreting national bibliographies of other countries see page II.B-13 and/or consult with the bibliographer who specializes in that country.

BIBLIOGRAPHIC TOOLS - USE AND INTERPRETATION (cont.)

CARD CATALOG (Full explanation given on page I.B-5)

Search the main card catalog under the author's name or the main entry as verified on OCLC or given in the original order request. If only the author's last name is indicated on the request, check all entries with similar names, whether followed by initials or full first and middle names. Look for cross-references as in the case of pseudonyms. See page I.B-15 for suggestions on searching corporate body main entries. Scan the sequence of cards in front of and after the item being checked as cards are sometimes misfiled. If the item cannot be located under the main entry, check also under title and/or series title.

If the exact item is found: Copy down call number, check shelves to see item is there or in circulation files. Return information to bibliographer for further instructions.

SULIRS (Full explanation given on page I.B-24)

Check SULIRS to see if the item has been ordered; received but not cataloged; cancelled; withdrawn; cataloged. When searching, remember that the main entry may not have been obvious at the time of input. It is therefore necessary to check at least by main entry, title, main entry/title and series title to be certain that the files have been searched thoroughly. The searcher should also watch for variations in spelling and spacing. When searching SULIRS, it is important to continue the search until the next different entry appears as items may have been ordered and cancelled and reordered.

If the exact item is found: Note the status and return information to the bibliographer.

90 DAY FILES

The files are found in the subject departments, and represent materials placed on order during the previous three months. They fill the gap between the time when the order is sent to Technical Services to be placed, and the time when the order is recorded on SULIRS. Searchers should check these departmental files before placing purchase orders, expecially when ordering recently published items.

If the exact item is found: Note the date the order was placed and return the information to the bibliographer.

BIBLIOGRAPHIC TOOLS - USE AND INTERPRETATION (cont.)

TRADE BIBLIOGRAPHIES (For full explanation see page II.B-16)

These sources are checked to determine publisher, publication date, price and ISBN number. They are not acceptable sources to verify cataloging entries. It may be necessary to adjust an entry found in a trade bibliography to conform with AACR rules of entry if no verification has been found in a national bibliography. In those cases where there is a distributor or an obscure publisher, be sure to note his full address. If your source of information indicates a British publisher or if it is for any English language material with a foreign imprint, be sure to check American imprint sources as well as British. If the same item is available from both an American and a foreign publisher, use the American as the preferred imprint, but be sure to include the foreign imprint information as an alternative source. The price for all items ordered must be figured in U. S. dollars. In the case of reprints be sure to note the date of original publication.

Notes: Center for Research Libraries

Requests for all items in excess of $50.00 should be searched against holdings of the CRL. The searcher should consult the guides for monographs, newspapers, scientific serials, and the handbook when ordering single monographs, monographs in series, serial and periodical backset and media and microform materials. The guides are located in Ready Reference.

Automatic Agreements (page I.A-9)

The searcher must be acquainted with the current automatic agreements (approval plan and blanket standing order) for his department. Only current imprints are supplied on the automatic agreements, and often titles published in one year will continue to arrive until June of the following year. All titles still in print, but with imprint dates prior to those expected to arrive automatically must be ordered individually as firm orders with a notation in shipping instructions "Don't dup approval".

BIBLIOGRAPHIC TOOLS - UNIVERSAL

NATIONAL BIBLIOGRAPHIES

OCLC (Ohio College Library Center)

Computer Terminals in Bird 3rd fl 4th fl Basement & ELS

OCLC maintains a machine readable data base containing bibliographic records for monographs, serials, music scores, audio-visual materials and maps. This data base is accessed through computer terminals located on the 3d, 4th and basement floors of Bird and in ELS. All the participating OCLC members are required to conform to certain standards, e.g., the Anglo-American Cataloging Rules (AACR), Library of Congress cataloging practices, etc. If multiple records are found, your first choice should be one cataloged by LC or the one which most nearly conforms to AACR. If more than one record is found in OCLC, please list each OCLC number. OCLC can not be used to verify in-print status, but it may be useful for determining availability of recent foreign imprints when we are lacking current foreign input tools Instructions for searching and interpreting OCLC records are outlined on pages II.B-6.

The National union catalog; a cumulative author list representing Library of Congress printed cards & titles reported by other American libraries (NUC). 1956- Washington, Library of Congress (etc.)

Ref Z 881 U49 A212

This is an invaluable author and main entry catalog with some cross references for books and other materials for which Library of Congress cards are available (this not only represents the Library's holdings, but also many various types of libraries throughout the country as a result of the cooperative cataloging program). Information is detailed and highly accurate. Entries include the full name of the author, full title, place of publication, publisher, collation, series, edition, notes, tracings for subject headings and other added entries, the LC class number, occasionally the Dewey class number and the LC card number.

NUC is a continuation of the Library of Congress catalogs, which have been published in supplements under several titles. The supplements are five-year cumulations representing catalog cards which were printed during the period covered, regardless of the imprint dates of the books.

The "main catalog", the first 167 volumes, covers cards issued from August 1898 through July 1942. A 42-volume supplement was published in 1948 covering cards printed from August 1942 through December 1947. The first catalog was entitled A Catalog of Books Represented by Library of Congress Printed Cards.

With the 1948-1952 supplement, the catalog included pamphlets, maps, music scores, periodicals and other serials as well as references for books. The motion pictures and filmstrips are grouped in separate volumes.

BIBLIOGRAPHIC TOOLS - UNIVERSAL

NATIONAL BIBLIOGRAPHIES

National Union Catalog (cont.)

In 1956 the catalog expanded to include not only Library of Congress printed catalog cards but also entries and locations of titles reported by other North American libraries. Since then the NUC catalog includes entries for titles reported by libraries participating in the shared cataloging project.

The NUC catalog is published monthly with quarterly, annual and quinquennial cumulations. See page II.B-9 for instructions on interpreting NUC.

Ref
Z
881
A1
U518

National union catalog, Pre-1956 imprints; a cumulative author list representing Library of Congress printed cards and titles reported by other American libraries (MANSELL). London, Mansell, 1968- (In progress.

To be about 610v. Supersedes the basic Library of Congress Catalog of books... and its supplement, 1942-47; the Library of Congress author catalog, 1948-52; the National union catalog, 1952-1955 imprints and the National union catalog... 1953-1957. Note that the 1953-57 cumulation is superseded because, in anticipation of the present compilation, 1956-57 imprints were repeated in the 1958-62 cumulation of the National union catalog. However, the volumes for motion pictures, filmstrips, and phonorecords (v.24 of the 1948-52 cumulation; v.27-28 of the 1953-57 set) should not be discarded since these materials are not included in the new catalog.

In addition to cumulating the entries in the above catalogs, this monumental work incorporates entries from the Union Catalog card file at the Library of Congress.

In general, the catalog includes entries for books, pamphlets, maps, atlases, and music. Serials are listed if represented by an LC printed card or if separately reported by another library; similarly, individual manuscripts are represented if so reported. Works in Cyrillic, Hebrew, Chinese, Japanese, and other non-Latin alphabets are included only if represented by an LC printed card. See and see also references are provided; added entries are included in specified circumstances.

Library of Congress Proof Slips

Distributed to appropriate subject bibliographer

The Library of Congress has a distribution service which makes copies of its catalog cards available to subscribing libraries. Cards received in this manner are called proof slips and catalog copy obtained from this source needs no further verification in national bibliographies. Only the price and publisher information must be verified in an in-print trade bibliography.

BIBLIOGRAPHIC TOOLS - UNIVERSAL

NATIONAL BIBLIOGRAPHIES (cont.)

A Catalog of Books Represented by Library of Congress Printed Cards, New York, Roman and Littlefield, 1967-

REF Z 881 A1 U3

Issued in three dated series - the Basic set and two supplements. The dates fo the series indicate the period of cataloging at LC, not necessarily the publication dates of the material included. This series is being superseded by the NUC pre-1956- imprints which is currently in progress. Thus, they need only be consulted when there is no appropriate existing volume of NUC.

1942 - Basic set. Includes all printed cards issued from 1898 - July 31, 1942. Organized by main entry; contains cross references, but no added entries.

1943-47 - Includes cards issued from 1942-1947, as well as a large representation of pre 1942 items. Organized by main entry; contains cross references, but no added entries.

1948-52 - Includes cards from 1948-52. Added entries included for the first time, but no subject or title entries.

REF Z 1033 S5 M6

Monographic Series. Library of Congress Catalogs. Washington: Library of Congress, 1974-

This is a compilation of LC printed catalog cards representing all monographs cataloged by the Library as parts of series. Not included are non-book materials, any series which is the work of a personal author.

Monographic Series is published in three quarterly issues (January-March, April-June, July-September) and an annual cumulation.

REF Z 881 A1 U37

U. S. Library of Congress. Library of Congress Catalogs. Subject Catalog. Washington, Library of Congress, 1975-

also titled:

U. S. Library of Congress. Library of Congress Catalog Books: Subjects; a cumulative list of works represented by Library of Congress printed cards, New York, Edwards, 1950-

Includes an arrangement by subject of reproductions of catalog cards for works cataloged by LC from 1950 to present. Quarterly with annual and quinquennial cumulations.

BIBLIOGRAPHIC TOOLS - UNITED STATES

NATIONAL BIBLIOGRAPHIES

OCLC)
NUC 1956-)
NUC pre 1956)
LC proof slips)
LC catalogs)

These tools are described in detail in the section on Universal Bibliographic tools.

TRADE BIBLIOGRAPHIES

REF
Z
1215
P97
Index
~~(Searchers area)~~ Ready Reference

Books in Print (BIP)

Lists available books published in the U. S. up to July of the date on the cover. In two parts - author and title. Included information: author, title, publisher, place and year of publication. Other information when available: Price, edition, numbers of volumes and series information, international standard book numbers (ISBN), LC card number. Also includes ISBN prefix for publishers in system and addresses for publishers whose books are indexed. Searcher should be aware that some university presses, small publishers, government publications, professional law books, subscription reference sets and book club editions are not covered by BIP. May include out of print (OP) information. Has separate subject guide also published annually.

Books in Print Supplement

Issued annually in May, six months after the publication of BIP to update BIP. May include out of print (OP) information. BIP is an index to the Publishers' Trade List Annual.

REF
Z
1215
P97
(Searchers area)

Publishers' Trade List Annual (PTLA)

Several volumes of alphabetically arranged publishers' catalogs. Publishers' index and supplement of small publishing houses found in first volume. Information varies with each publisher. May be very useful for searching books in publishers' series. May also be used as backup for price and publishing information for titles not listed in BIP.

REF
Z
1033
P3
P32
(Searchers area)

Paperbound Books in Print (PBIP)

Annual base volume and two supplements. Provides the same information as that found in BIP. Items indexed by author, title and subject. Publishers' addresses listed at back of volume. Useful for books not listed in BIP. (Note - Unless otherwise specified, the library usually orders hardcover editions.)

REF
Z
[illegible]19
[illegible]15
(Searchers area)

American Book Publishing Record (BPR)

A monthly cumulation of the information compiled in the Weekly Record (WR). Entries arranged in Dewey Decimal Classification order. Same information provided as in WR. Author, title, and subject indexes provided. Annual index and cumulation.

BIBLIOGRAPHIC TOOLS - UNITED STATES (cont.)

CURRENT BIBLIOGRAPHIES

Z
1219
P98
Cur. issues in Period.
Reading Rm

Publishers' Weekly (PW)

A journal which carries articles, reviews of new books and news of interest to the book trade.

Kept one year.
Cur. issues in Period.
Reading Rm.

Weekly Record (WR)

Record of new books as actually published. Arranged by author's last name, or if no author, by title. Originally part of the Publishers' Weekly - now separate. Cumulated monthly in the American Book Publishing Record.

REF
Z
1219
F67
(Searchers area)

Forthcoming Books (FB) - Cumulative list of books published in the U. S. since the previous summer and updates information about books to become available during the next five months. Date of publication, price, and publisher are listed along with ISBN when available. Also lists books postponed and cancelled. Some U. S. publishers' addresses are listed in the back of the volume. Indexes by titles and authors. Also there is a separate Subject Guide. Published bimonthly.

RETROSPECTIVE BIBLIOGRAPHIES

REF
Z
1219
M78
(Searchers area)

Cumulative Books Index (CBI)

Permanent record of books published during a particular year in the English language. An international bibliography with author, title, and subject listings. Includes prices, but does not indicate whether item is in print. Contains a directory of publishers and distributors. Monthly with bound annual cumulation.

Arents
Z
999
A01
A5

A. B. Bookmans Weekly

Journal containing out of print book lists and articles concerning the antiquarian book trade.

BIBLIOGRAPHIC TOOLS - FRANCE

NATIONAL BIBLIOGRAPHIES

REF
Z
927
P2
1965

Paris. Bibliotheque Nationale. Departement des imprimes. Catalogue general des livres imprimes. Auteurs... Paris, Imprimerie Nationale. 1965-

Alphabetical author catalog with full cataloging information. Comprehensive alphabetical title index by author.

TRADE BIBLIOGRAPHIES

REF
Z
2165
C3

Le Catalogue de l'Edition Francaise; une liste exhaustive des ouvrages disponibles publies, en francais, de par le monde. Paris, VPC Livres S.A., 1975.

4 vols, Vol.1 pts. 1 & 2:Auteurs. Vol.2 pts. 1 & 2: Titres. Complete list of materials in French published in France, and currently in print. Parts 1 of both volumes include lists of editors, distributors, and series titles.

CURRENT BIBLIOGRAPHIES

REF
Z
2165
B561

Les Livres de l'Annee; catalogue general des ouvrages parus en langue francaise. Paris, Cercel de la Librairie, 1971-

An annual publication cumulating the listings in the Bibliographie de la France (the weekly listing of material received by legal deposit). It is divided into 3 parts: 1) classified by Dewey Decimal Classification, 2) Titles, 3) alphabetical lists of authors, illustrators, publishers, etc.

RETROSPECTIVE BIBLIOGRAPHIES

REF
Z
2161
L86

Lorenz, Otto Henri. Catalogue general de la librairie francaise. Paris, 1867-1945.

A 34-volume set containing books, pamphlets, and annuals, but no periodicals, for 19th and 20th century materials. Each period consists of a main entry, title, and subject list. There are brief biographical notes on the authors, cross-references, notes on reprints, and on later and earlier editions.

REF
Z
2165
B56

Biblio; bibliographie, litterature. Paris, 1933-1970

This bibliography covers publications published in France and abroad. It is a dictionary catalog, published monthly with an annual cumulation, with full bibliographic information. The monthly issues include bio-bibliographical sketches and brief book reviews.

BIBLIOGRAPHIC TOOLS - GERMANY

NATIONAL BIBLIOGRAPHIES - EAST GERMANY

REF
Z
2221
H67

Deutsche Nationalbibliographie... v.1- 1931, Leipzig.

Reihe A: weekly list of books in the book trade.
Reihe B: semimonthly list of materials outside the book trade, e.g., dissertations, society publications.

Arrangement is by 24 large groupings with author and catchword indexes.

NATIONAL BIBLIOGRAPHIES - WEST GERMANY

REF
Z
2221
D46

Deutsche Bibliographie; Halbjahres-Verzeichnis. Franfurt a.M. 1951-

Semiannual cumulation of the Woechentliches Verzeichnis, including all books published in the German language either in Germany or elsewhere. It is divided into title and subject indexes.

TRADE BIBLIOGRAPHIES

REF
2221
V47

Verzeichnis lieferbarer Buecher. Frankfurt a. M. 1975/6

3 vols: containing author/title and catchword lists of current materials in print. Vol. 3 includes a list of publishers, ~~and an ISBN listing.~~

CURRENT BIBLIOGRAPHIES

REF
Z
2221
K25

Deutsches Buecherverzeichnis. v.1- 1916-, Leipzig.

Lists German-language publications of the book trade in Germany, Austria. and Switzerland; also books outside the booktrade, official publications, and books in other languages published in Germany. 5-year cumulations, each period has an author/title, and a subject section.

RETROSPECTIVE BIBLIOGRAPHIES

REF
Z
2221
K23

Kayser, Christian Gottlob. Vollstaendiges buecher-lexicon, 1750-1910. Leipzig, 1834-1911

Lists books, pamphlets, periodicals, etc. in an author list with some title entries, with complete bibliographical information.

BIBLIOGRAPHIC TOOLS - GREAT BRITAIN

NATIONAL BIBLIOGRAPHIES

REF
Z
2001
B86

British national bibliography. London, Council of the British National Bibliography, 1950-

Lists and describes every new work published in Great Britain with exceptions: periodicals, maps, music, and certain government publications. The main section is classified by the Dewey Decimal system. Weekly issues have author and title indexes; the last issue for each month has a cumulated author, title, and subject index. Full cataloging is given for publications described.

TRADE BIBLIOGRAPHIES

REF
Z
2001
R33

British books in print. New York, Bowker, 1965-

An annual listing of British publications arranged by author and title, giving author, title, price, publisher and date for each entry. Included is a publisher's directory.

Formerly the Reference catalog of current literature, last published in 1961.

REF
Z
2001
E52

English catalog of books. Surrey, Publisher's Circular, 1801-

Comprehensive for books and pamphlets issued at main publishing centers. Arranged alphabetically by author and title with catchword subject entries. Covers the period in publishing from 1835 to date.

1960- the arrangement is changed: 1. paperback section; 2. author section; 3. title section; 4. maps and atlases; 5. list of publishers.

REF
Z
2005
W57

Whitaker's cumulative book list. London, J. Whitaker, 1924-

A complete list of books published or re-issued in the United Kingdom, giving detailed information for entries - author, title, size, paging, price, date, and publisher. The alphabetical list is compiled from the Bookseller annually.

RETROSPECTIVE BIBLIOGRAPHIES

REF
Z
921
B88
1956/65

British Museum. Dept. of Printed Books. General catalog of printed books. Photolithographic edition to 1955. London, Trustees of the British Museum, 1959-1966.

-- --- Ten-year supplements, 1956-

The catalog is an indispensable record of the printed books in the library of the British Museum from the 15th century to the end of 1965 in all languages except the oriental. It is an author catalog only, with catchword title entries, cross references for anonymous works, etc. Important features are the large number of analytical material included, and the many cross references. Bibliographic information for publications is fairly full, especially for recent cataloging.

BIBLIOGRAPHIC TOOLS - GREAT BRITAIN

RETROSPECTIVE BIBLIOGRAPHIES (cont.)

REF
1219
M78

CBI The Cumulative book index. New York, H. W. Wilson, 1898-

CBI is a record of books in English anywhere in the world. It aims to be a complete trade bibliography of works in English for the years covered - excluding government documents, maps, pamphlets and/or ephemeral nature materials. For each entry the tool gives author, title, edition, publisher, price, date and pagination. CBI is arranged alphabetically by author, title and subject all in one dictionary alphabet. An adequate tool for verification of publication but not for establishing the correct form of the entry.

Since 1967 works in English language published outside the U. S., Great Britain and Canada are listed in the front section of each issue under the name of the country in an alphabetical arrangement.

BIBLIOGRAPHIC TOOLS - ITALY

NATIONAL BIBLIOGRAPHIES

REF Z 2341 B52 — Bibliografia nazionale italiana. v. 1- 1958-, Firenze.

This bibliography records the current books and pamphlets received by legal deposit. Entries are reproduced in card form; arrangement is by Dewey Decimal classification; bibliographic information is complete. Author-title index is included in each issue, but there is no cumulative index.

This series is complemented, but not superseded, by an annual volume in which the entries are cumulated alphabetically by main entry.

TRADE BIBLIOGRAPHIES

REF Z 2341 A833 — Associazione italiana editori. Catalogo dei libri in commercio. Milano, Associazione italiana editori, 1975

1 vol. Author, title, and subject sections listing current material in print. There is a list of publishers' addresses at the beginning of the volume.

CURRENT BIBLIOGRAPHIES

Z 2345 L63 — Libri e riviste d'Italia. v. 1- 1950-, Roma.

A monthly selected list of current Italian publications covering all subject fields. Annual cumulations of indexes of subjects and authors.

REF Z 2341 I88 — Italian books and periodicals. v. 1- 1958-, Roma.

Quarterly English edition of Libri e riviste d'Italia.

RETROSPECTIVE BIBLIOGRAPHIES

REF Z 2345 F63 — Florence. Biblioteca nazionale centrale. Catalogo cumulativo, 1886-1957, del Bolletino delle publicazioni italiane ricevute per diritto di stampa dalla Biblioteca nazionale centrale di Firenze. Neldeln, Liechtenstein, Kraus Reprint, 1968.

The most complete record of Italian publications, based on copyright deposit for the period covered. Classified, with an annual index. Continued by the Bibliografia nazionale italiana.

BIBLIOGRAPHIC TOOLS - SPAIN, PORTUGAL, AND LATIN AMERICA

NATIONAL BIBLIOGRAPHIES

Refer to the subject section of the card catalog under the individual country, followed by the word 'Bibliography', i.e., Colombia - Bibliography.

TRADE BIBLIOGRAPHIES

REF
Z
1601
L59

Libros en venta en Hispanoamericana y Espana. Buenos Aires, Bowker Editores, 1964-

Lists more than 87,000 titles for current books published in Spain, the U. S., and the Latin American countries. All titles are in the Spanish languages. There are author, title, and subject sections, with Dewey Decimal classification.

There are no trade bibliographies for Brazil or Portugal.

CURRENT BIBLIOGRAPHIES

Z
1007
R4317

Revista interamericana de bibliografia. v. 1- 1951- , Washington, D. C.

Review of interamerican bibliography issued by the Pan American Union. It lists recent books, bibliographies, reviews, and articles. Annual index.

RETROSPECTIVE BIBLIOGRAPHIES

REF
Z
1601
T4

Texas. University at Austin. Library. Latin American Collection. Catalog. Boston, G. K. Hall, 1969-

Reproduction in book form of the dictionary catalog of this outstanding collection. Includes cards for about 175,000 books, pamphlets, serials, and microforms.

BIBLIOGRAPHIC TOOLS - USSR

NATIONAL BIBLIOGRAPHIES

REF
Z
2491
K71

Knizhnaia letopis... v.1- 1907-, Moskva.

The national book record of the Soviet Union, including books and pamphlets printed in the USSR in Russian and other Soviet languages, as well as in foreign languages. Arrangement is according to the Soviet classification scheme. An author index is issued quarterly. Entries have full bibliographic information.

REF
Z
2491
E9

Exhegodnik Knigi USSR... 1941- Moskva, Izd-vo Vsesoiuznoi Knizhnoi Palaty, 1946-

The book annual of Soviet National bibliography, cumulating, in classified arrangement, a selection from the Knizhnaia letopis. There are indexes of names, titles, languages other than Russian, translations from foreign languages, and subjects.

TRADE BIBLIOGRAPHIES

Knizhnaia letopis (see above)

CURRENT BIBLIOGRAPHIES

See National Bibliography section above.

RETROSPECTIVE BIBLIOGRAPHIES

REF
Z
881
fN59
S63

New York, Public Library. Slavonic Division. Dictionary Catalog of the Slavonic Collection, the New York Public Library Reference Department. Boston, G. K. Hall, 1959.

This catalog is complete up to 1958, and consists of the records for this major depository of Baltic and Slavic materials in the Western Hemisphere. About 65% of the material included is in Russian. The collection is strong in belles-lettres, linguistics, social sciences, folklore, government publications, translations of Baltic-Slavic literature into English. There are small collections of material in science, technology, and economics, and very little law, medicine or theology.

Area
Studies
Office

U. S. Library of Congress. Cyrillic Union Catalog. N. Y., Readex Microprint Corp., 1963. 1244 cards in 7 boxes. (micro-opaque)

An author, title, and subject union catalog of 178,282 titles in Russian, Belorussian, Ukranian, Bulgarian, and Serbian. It is substantially complete for Library of Congress holdings as of March 1956. The catalog also includes the reported holdings of 185 American libraries. The title catalog is a useful finding aid for the reader who knows the title of a book, but not its author. It is also useful to the unversed in the intricate rules of cataloging corporate entries.

BIBLIOGRAPHIC TOOLS - OTHER COUNTRIES

CANADA

REF
Z
1365
C2197
(Searcher
area)

Canadian Books in Print (CBIP)

Author, title, and publisher indexes, publishing and price information included. Published annually.

REF
Z
1365
C21

Canadiana, v.1- 1950/51, Ottawa. Monthly with annual cumulations.

AFRICA

Z
465
.7
A35

The African book publishing record. v.1- 1975-, Oxford. Quarterly.

REF
Z
3503
J74

Joint acquisitions list of Africana. v.1- 1962-, Evanston, Ill. Bimonthly.

REF
Z
3601
S6

SANB: Suid-Afrikaanse nasionale bibliographie: South African national bibliography. v.1- 1959-, Pretoria, S. A. Quarterly with annual cumulations.

REF
Z
3516
U54

U. S. Library of Congress. Office, Nairobi. Accessions list: Eastern Africa. v.1- 1968-, Nairobi, Kenya. Quarterly.

INDIA

REF
AREA ST.
Z
3201
A2
I5

Indian national bibliography. v.1- 1958-, Calcutta. Quarterly.

REF
Z
3201
U58

U. S. Library of Congress. American Libraries Book Procurement Center, Delhi. Accessions list, India. v.1- 1962-, Delhi. Annual.

BIBLIOGRAPHIC TOOLS - OTHER COUNTRIES (cont.)

PAKISTAN

REF
Z
3191
U58

U. S. Library of Congress. American Libraries Book Procurement Center. Accessions list, Pakistan. v.1- 1962-, Karachi-Dacca. Monthly.

BANGLADESH

REF
Z
3186
U55

U. S. Library of Congress. Library of Congress Office, Delhi. Accessions list: Bangladesh. v.1- 1972-, Delhi. Annual.

SRI LANKA

REF
Z
3211
U5

U. S. Library of Congress. Library of Congress Office, Delhi. Accessions list: Sri Lanka. v.1- 1972-, Delhi. Annual.

NEPAL

REF
Z
3207
N4
U5

U. S. Library of Congress. Library of Congress Office, Delhi. Accessions list, Nepal. v.1- 1966-, Delhi. Annual.

BIBLIOGRAPHIC TOOLS - SERIALS AND PERIODICALS

NATIONAL BIBLIOGRAPHIES

OCLC)
NUC pre 1956)
NUC 1956-)
LC Proof Slips)
LC Catalogs)

These tools are described in detail in section on Universal Bibliographic Tools.

New Serial Titles (NST), Washington, Library of Congress 1950-

REF Z 6945 U5 S42

There are three cumulated sets, 1950-60, 61-65, 66-69, then yearly cumulations. NST continues ULS for periodicals and serials which began publication in 1950 and later. Each cumulation contains an extensive section separately entitled "Changes in Serials" where changes are noted for all serials, regardless of their beginning date.

Union List of Serials in Libraries of the United States and Canada (ULS) 3rd. ed. 1965.

REF Z 6945 U45 1965

Lists periodicals and serials in major North American libraries as of 1950. Gives catalog description of title (under latest form of name) and a statement of what constitutes a complete set, title changes, and exact holdings in reporting libraries, together with cross-references from all changed titles and alternative titles.

Foreign imprints may be verified by checkin the British Museum Catalog, the Catalogue de la Bibliotheque Nationale, Biblio, Deutsche Bibliographie, and other retrospective bibliographies.

Ulrich's International Periodicals Directory, New York, Bowker 1932-

REF Z 6941 U5 (Ready Ref.)

Alphabetically indexed. Arranged by subject. Guide to a selected list of foreign and domestic current periodicals which are published regularly at least twice a year. Also lists periodicals which have ceased publication. Annuals and irregulars are not included. Information includes: title, place and date of original publication, frequency, publisher and ISSN number. Also notes title and publisher changes. Of particular value for publishing and price information. Includes "Index to Publications of International Organizations". Published every other year. Updated intermittently by Bowker Serials Bibliography Supplement.

Irregular Serials and Annuals. An International Directory, New York, Bowker 1967 - complement to Ulrich's

REF Z 6941 178 (Ready Ref.)

Includes the irregulars and the annuals. Same information provided. Cumulative index includes Ulrich's and gives ISSN's for Ulrich's and Irregular Serials and Annuals. Published annually. Updated by Bowker Serials Bibliography Supplement. Has explanation of ISSN.

BIBLIOGRAPHIC TOOLS - SERIALS AND PERIODICALS (cont.)

TRADE BIBLIOGRAPHIES

REF
Z
6941
U522

Bowker Serials Bibliography Supplement, New York, Bowker, 1972 -
Supplement to Ulrich's International Periodicals Directory and Irregular Serials and Annuals

Paperbound. Includes bibliographic and purchasing information for current periodicals and serials volumes.

REF
6951
A97
(Ready
Ref.)

Ayer's Directory of Newspapers and Periodicals, Philadelphia, Ayer Press 1869-

Selected guide to publications printed in the U. S. and its territories, Canada, Bermuda, Panama, and the Philippines. Excellent reference tool with much gazeteer information. Alphabetical list of publications which indicates place of publication. Guide to publications printed four or more times/year.

REF
Office or
Serials
Acq.
Office

Faxon Librarians' Guide

Lists periodicals, serials, continuations, monographic series, newspapers, annuals, yearbooks, GPO publications, transactions and proceedings. Alphabetic by title. Gives publication frequency, volume record for current year, general periodical indexes in which title is included, and current published subscription price. Published annually.

REF
Z
6955
W5

Willings European Press Guide, London. Hutchinson Willing. 1966/67-

Lists by subject, then country the same kinds of materials as the Press Guide. Covers E. E. C. & E. F. T. A. countries. Has alphabetical index. Includes rate of exchange tables.

REF
Z
6956
E5
W5

Willings Press Guide, London. Willings Press Service, 1874-

Guide to newspapers, journals, periodicals, annuals, etc. published in the United Kingdom, United States and Europe. Alphabetical by title, Also includes publishers addresses and their publications. Lists news agencies and their addresses.

Z
6951
S78

Standard Periodical Directory, New York. Oxbridge Publishing Co., 1964/65-

Guide to current United States and Canadian periodicals. Especially good for newsletters, house organs, annuals, etc. Alphabetic subject arrangement with an index of authors and a subject guide. All publishing information given. Published at least once every two years.

BIBLIOGRAPHIC TOOLS - NON-BOOK

NATIONAL BIBLIOGRAPHIES

REF
Z
881
A1
U66
Also Tech Services & Media Off.

United States. Library of Congress. Films and other Materials for Projection, Washington, D. C., 1973-

Presents LC cataloging of motion pictures, filmstrips, sets of slides and transparencies, which have been released in the U. S. and Canada and which are of educational value. Quarterly, with annual and quinquennial cumulations. Subject index.

REF
Z
881
A1
U62
1974
Also Tech Serv. & Music Off.

United States. Library of Congress. Music, Books on Music, and Sound Recordings, Washington, D. C., 1973-

Music scores, sheet music, libretti, books about music and musicians, phonorecordings, etc. Semiannual, with annual and quinquennial cumulations. Subject index.

The above catalogs provide cataloging information for the majority of printed materials, including foreign publications and out-of-print titles. Information provided by LC/NUC entries is always considered to be definitive. The entries serve as verification of the existence of a title and are extremely helpful in original cataloging. Pre-order searching must go as far as the last bound volume of the LA/NUC catalog.

TRADE BIBLIOGRAPHIES

REF
Office

Newspapers on Microfilm (Bell and Howell catalog)

Annual guide to newspapers and periodicals on microfilm available from Bell and Howell. Includes all publishing information. American newspapers snd periodicals arranged alphabetically by title under country of publication.

U.S
REF
Z
6951
U469

United States. Library of Congress. Catalog Publication Division. Newspapers in Microform, Washington, Library of Congress, 1974-

Published in two sections: U. S. and foreign. Arranged geographically. Information about the location of negative microforms, and how to obtain positive copies. Includes annual Supplement..

For.	Suppl.
REF	REF
Z	Z
6945	6951
U515	U4695

REF
Office

Serials in Microform (University Microfilms)

Listing of periodicals, documents, newspapers and other serial literature available in microform. Arranged alphabetically by title. Subject Guide. Information includes: title, place of publication, volumes and dates available and price.

BIBLIOGRAPHIC TOOLS - NON-BOOK

TRADE BIBLIOGRAPHIES (cont.)

REF
Z
1033
M5
G94
(Searchers
Area)

Guide to Microforms in Print, Washington. Microcard Editions, 1961

Compiled from the catalogs of various publishers. Alphabetical title list. Directory of microform publishers.

REF
LB
1042.7
Z9
N37

National Information Center for Educational Media (NICEM). NICEM Update of Non-Book Media, Los Angeles 1973/74-

Published every other year in 10 monthly volumes. Updates the Centers 14 indexes which are published at irregular intervals.

REF
LB
1044
Z9
N36
1975

Index to 35mm Educational Filmstrips (microfilm)

REF
LB
1044.3
Z9
N33
1975

Index to Educational Records

REF
LB
1044.7
Z9
N3
1974

Index to Educational Video Tapes

REF
LB
1044
Z9
N34
1974

Index to 8mm Motion Cartridges (microfilm)

REF
Z
5814
M8
N35
1975

Index to 16mm Educational Films

BIBLIOGRAPHIC TOOLS - NON BOOK

TRADE BIBLIOGRAPHIES (cont.)

REF
LB
1043.7
Z9
N3
1974

Index to Educational Slides

REF
LB
1044.9
Z9
N3
1975

Index to Educational Overhead Transparencies

BIBLIOGRAPHIC TOOLS - GOVERNMENT PUBLICATIONS

New York (State). State Library, Albany. A Checklist of Official Publications of the State of New York

Z 1223.5 N57 N54 — Monthly. Arranged alphabetically by issuing agency by title.

REF Z 1223 A18 — United States. Superintendent of Documents. Monthly Catalog of U. S. Government Publications

Sales list of the Superintendent of Documents. Author/title/subject indexes. Annual cumulative index. Publications organized under headings of publishing agency. Agencies listed alphabetically. Includes stock number and Superintendent of Documents numbers needed for orders.

REF Z 1223.5 A1 U5 — United States. Library of Congress. Processing Dept. Monthly List of State Publications, Washington, 1910-

List of state documents which have been received by LC. Arranged by state in ISSN order. Annual index.

DOCS REF Z 2009 G822 — Great Britain Stationery Office. Government Publications, London, 1936-

Lists British government publications monthly with annual cumulations. Indexes every 5 years. Includes ISBN number needed for orders.

DOCS REF Z 1373 C22 — Canada, Information Canada. Canadian Government Publications. Ottawa, 1953-

Lists Canadian government publications in French and English. Monthly with annual cumulations. Includes catalog number needef for orders.

DOCS REF KF 49 C62 — Congressional Information Service. CIS Annual, Washington, 1970-

Indexes and abstracts congressional publications and public laws. Includes Superintendent of Documents number needed for orders.

Documents Office Microfiche — Publications Reference File

Lists government publications in print and for sale. Includes all information such as stock number and source necessary for ordering purposes.

BIBLIOGRAPHIC TOOLS - DISSERTATIONS, THESES

Comprehensive Dissertation Index (CDI), Ann Arbor, Mich., Xerox University Microfilms, 1973-

REF Z 5055 U49 C66 (Index Area)

Lists all "dissertations accepted for academic doctoral degrees... granted by U. S. educational institutions..." since 1861. Updated annually. Both subject and author indexes. The subject index is a keyboard index. Information given in each entry includes author, title, degree, date, school, number of pages, order number and reference to Dissertation Abstracts International if the dissertation was included there.

Dissertation Abstracts International

REF AS 30 M62 (Index Area)

Monthly compilation of doctoral dissertations and monographs submitted to University Microfilms by various cooperating universities. Dissertations are microfilmed and available for purchase through University Microfilms. Arranged alphabetically by subject field and then by university. Each issue includes a subject and author index. For retrospective searching see author/subject cumulative index to set. Beginning with Vol. 27, no. 1 - divided into two sections: Humanities (A) and Sciences (B).

REF Z 5055 U48 (Index Area)

Masters Abstracts, Ann Arbor, Mich., University Microfilms, 1962-

Published abstracts of a selected list of master's essays from various universities available on microfilm. Classified subject arrangement. Cumulative author and subject index included beginning with volume 13, no. 1. Published quarterly.

Syracuse University Dissertations

Film 300 or Archives

Bound copy kept in Archives. Microfilm copy is classified "Microfilm 300" and kept either in the Microfilm Room in the basement of Bird or in an appropriate branch library. The microfilms are arranged alphabetically by the author's last name. They are accessible by author and subject only in the main card catalog.

Syracuse University Masters Theses

5th floor

Shelved alphabetically by author's last name. Location: 5th floor. Each is individually cataloged and accessible in the Reference Office catalog by author, title and subject. There are no cards in the public catalog for masters theses.

BIBLIOGRAPHIC TOOLS - REPRINTS

Books on Demand, A Catalog of Demand Reprints (Xerox University Microfilms)

REF Office — Lists books alphabetically by main entry for which a Xerox copy or reprint can be purchased. Annual.

Guide to Reprints, Washington. Microcard Editions, 1967-

REF Z 1000.5 G8 (Searchers Area) — Annual cumulative guide in alphabetic order by author to books, journals and other materials available in reprint form. Covers only material which has been published, gone out of print, and is now being reprinted by the photo offset process. In addition to the Guide, searcher may consult catalogs of individual reprint publishers. Complete publishing information given.

ABBREVIATIONS USED FOR BIBLIOGRAPHIC TOOLS

BIP	Books in Print
BBIP	British Books in Print
BN	Bibliotheque Nationale. Cataloge General...
BNB	British National Bibliography
BNI	Bibliografice Nazionale Italiana
BPR	Book Publishing Record
BSB	Bowker Serials Bibliography Supplement
CBI	Cumulative Books Index
CC	Card Catalog
CEF	La Catalogue de l'Edition Francaise
COL	Catalogo dei libri in commecieco
CUBI	Catalogo cumulativo, 1886-1957...
CUC	Cyrillic Union Catalog
DBHV	Deutsche Bibliographie; Halbjahies. Verzeidinis
DNB	Deutsche Nationalbibliographie
FB	Forthcoming Books
ISA	Irregular Serials and Annuals
LA	Les Livres de l'Annee
LCM	Library of Congress. Monographic Series
LEV	Libros en Venta en Hispanoameucana
LRI	Libri e Riviste d'Italia
MKA	Membership Kardex
NKA	Newspaper Kardex
NST	New Serial Titles
NUC	National Union Catalog
OCLC	Ohio College Library Center
PKA	Periodical Kardex
PTLA	Publishers Trade List Annual
RIB	Revista Interamericana de Bibliografia
SAF	Series Authority File
SKA	Serials Kardex
SSL	Serials Shelf List
ULR	Ulrich's International Periodicals Directory
ULS	Union List of Serials
VLB	Verzeichnis lieferbarer buecher

Subject: Technical Procedures - Ordering

Section: II.C Page: II.C-1 - II.C-6 8

Effective Date: June 1, 1977

Revised Date:

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ORDERING

Instructions for preparation of the order request form are detailed on the following pages. Instructions differ significantly when preparing regular and standing orders as there is a difference in the computer orders sent to vendors. Thus this section includes a separate part for each of the two types of orders. It may be useful to examine a sample computerized order shown at the end of this section. Refer to the index of this manual for the page number of special types of orders, such as Rush, reserve, periodical, restricted funds, backset, add, media, government documents, etc.

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION, PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

9	10	11	12	13	14

15

16

17	18	SAF DECISION: NST, ULS, ULRICHS, KARDEX, OTHER 19	BIP: FB 20, BBIP, OTHER BIP	PROOF SLIP: LETTER 21, FLIER, OTHER	NUC 22
23	24				

25	26	27	28	29	30	31

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM

Complete areas 1-31 as shown on the sample order request form on the preceding page and as explained below. Type all orders. Attach to the order request any information that gives additional details about the item being ordered, i.e., proof slip, flier, letter, etc.

1. REGULAR ORDER

Check this box if order is to be placed once for a single item or set of items and if order is expected to be completely filled on receipt of the specific number of items ordered.

2. STANDING ORDER

Leave blank.

3. MAIN ENTRY

Up to nine main entries may be listed, but only M.1 (the first listed) is sent to the vendor. M.1 should therefore be the entry that will be most useful to the vendor in identifying the material we are trying to obtain.

The general rule for completing the main entry area is to follow both in content and in form, the entry as it has been established by LC. If LC cataloging is not available, the main entry should be the name of the author or corporate body which is primarily responsible for the work. The following is a brief explanation of the different forms of entry for monographs and serials. The Anglo American Cataloging Rules (AACR) should be referred to for more detailed explanations.

Umlauted letters are spelled out, e.g., ä is ae, ø is oe, ü is ue, etc. Abbreviations may not be used unless they appear on the Standard List of Abbreviations on page II.C-65.

MONOGRAPHS

Personal Name

Enter a person under the name by which he is commonly identified, whether it is his real name, assumed name, nickname, title of nobility or other appelation. e.g., El Greco

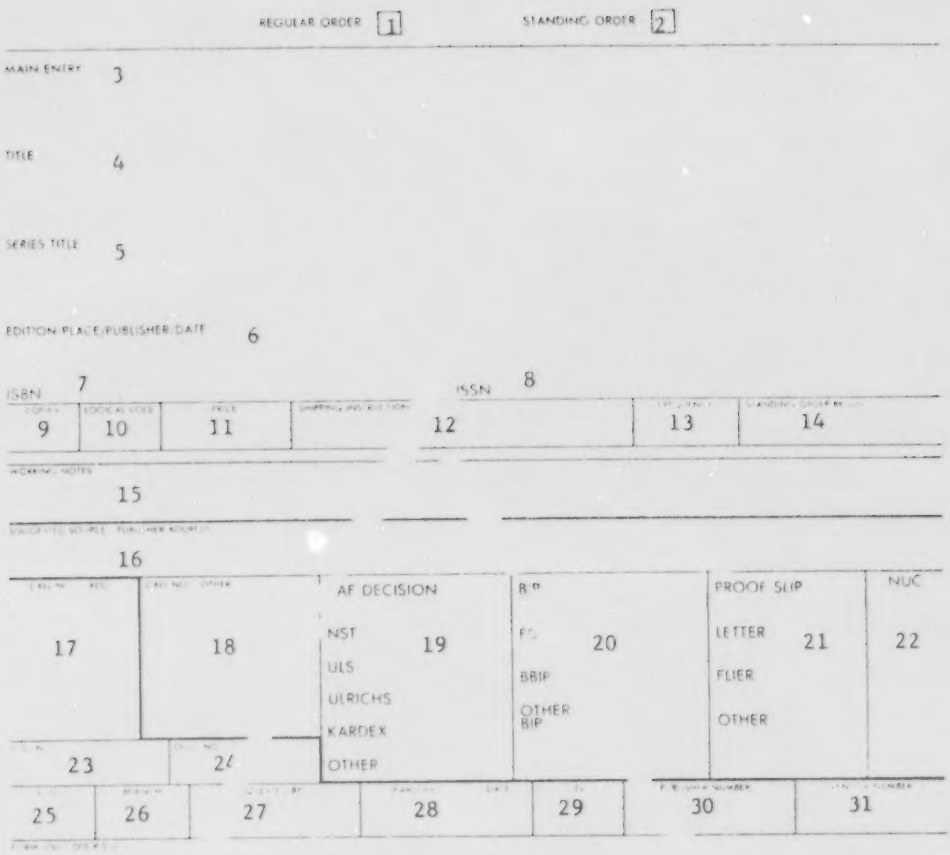
The general format is:

Last name, comma, space, first name, space, middle name or initial, no punctuation. e.g., Smith, Harry L

When only an initial is given as a first name, leave one space between the first initial and the middle name or initial and no punctuation. e.g., Smith, H L

(Refer also to the AACR p. 73-105 especially for details on foreign names and forms of entry.)

SAMPLE ORDER REQUEST FORM



ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

3. MAIN ENTRY (cont.)

Corporate Body

Follow the content and format as established by LC. When no LC catalog copy is available, you may wish to refer to the AACR, p. 106-119. These rules are too complex to be detailed here, but they are very useful for giving examples when no LC copy can be found. As a general rule, enter a corporate body directly under its name unless the corporate body is subordinate to a higher body or is a component of something else. e.g.,

1) Harvard Law School
2) Arizona. University. Department of Indian Studies

Governments

Follow the content and format as established by LC. When no catalog copy is available, you may wish to refer to the AACR, p. 123. As a general rule, use the conventional name of a country, province, state, county, municipality or other political jurisdiction as the heading for its government. e.g., Yugoslavia

NOT Sociajalisticka Federativna Republika Jugoslavija

Distinguish governments with the same name by adding in parenthesis the type of jurisdiction.

e.g., New York (City)
New York (State)

Conferences, Congresses, Meetings, etc.

Follow the content and format as established by LC. When no catalog copy is available, you may wish to refer to the AACR, p. 134. As a general rule enter a conference, congress or other meeting under its name followed by one or more of the following elements: number, place, date.

e.g., Louisiana Cancer Conference, 2d, New Orleans, 1958.

Exceptions

Generally the main entry will also be the same entry as established by LC. However, there may sometimes be instances where the LC main entry does not give enough information to the vendor. An example might occur when a work has been edited or translated by someone who was not recognized as a main entry by LC. In such a case, you might include the editor or translator as M.1 and use M.2 for the entry as established by LC. It is essential, however, that the bibliographically correct main entry as established by LC be entered into our order file (SULIRS) for access purposes.

e.g., title: Poetry of John Milton
M.1 (for vendor) Smith, J R, edit.
M.2 (LC) Milton, John

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION, PLACE, PUBLISHER, DATE 6

ISBN 7 ISSN 8

9	10	11	12	13	14

15

16

17	18	SAF DECISION 19	BIP 20	PROOF SLIP 21	NUC 22
		NST ULS ULRICHS KARDEX OTHER	FR BBIP OTHER BIP	LETTER FLIER OTHER	

23	24

25	26	27	28	29	30	31

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

3. MAIN ENTRY (cont.)

SERIALS (INCLUDING PERIODICALS)

Enter the main entry in the same form and format as it has been established by LC. If there is no existing catalog copy, follow to the best of your ability the rules for serials entry as specified on page 20 of the AACR, ie.e., enter a serial under its title, unless the title includes the name or abbreviation of a corporate body or consists of a generic term that requires the name of the body for adequate identification of the serial, then enter it under the body, e.g.,

1) Title Main Entry: BOSTON EVENING TRANSCRIPT
2) Entry Under Corporate Body: Journal of the American Medical Association. You enter AMERICAN MEDICAL ASSOCIATION in the main entry area.

4. TITLE

Up to nine titles may be listed, but only T.1 (the first listed) is sent to the vendor. T.1 should therefore be the title that will be the most useful to the vendor in identifying the material we are trying to obtain.

The general rule for completing the title area is to follow both in content and in format the entry as it has been established by LC.

Exceptions

There are some exceptions to the general rule:

Umlauts

Umlauted letters are spelled out, e.g., ä is ae, ø is oe, û is ue, etc.

Numbered Volumes

When ordering a specified volume or volumes of a multi-volume set or a serial, you must state in the title area the volume number or numbers which are being ordered. If a multi-volume set has both collective and individual titles, use the following format:

e.g., Collective Title, Vol. No., Individual Title

T.1 History of Ideas, v.2, Existentialism
T.2 Existentialism

If you wish to order more than one volume of a multi-volume set where each volume of the set has an individual title (such as the set in the above example), you must use a separate order request for each individual title.

However, if you are ordering several volumes of a multi-volume set which does not have individual volume titles (such as an encyclopedia), you may order all volumes on one order request.

e.g., Encyclopedia Britannica, v.3, 9, 11-17

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

COPIES 9	LOCAL NOTES 10	FUND 11	SHIPPING INSTRUCTIONS 12		TYPE OF ORDER 13	STANDING ORDER BEGIN 14

WORKING NOTES 15

SUGGESTED SOURCE / PUBLISHER ADDRESS 16

CALL NO. ADD 17	CALL NO. OTHER 18	SAF DECISION 19	BIP 20	PROOF SLIP 21	NUC 22
		NST ULS ULRICHS KARDEX OTHER	FB BBIP OTHER BIP	LETTER FLIER OTHER	

L.C. NO. 23	SUB. N 24

FUND 25	BRANCH 26	REQ. INITIALS 27	SEARCHER 28	CITY 29	PUBLISHER NO. 30	VENDOR / MEMO 31

FORM 3000 (REV. 8-74)

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

4. TITLE (cont.)

If ordering foreign language titles, use the appropriate word in the foreign language to indicate volumes being ordered.

e.g., Gesammelte Werke, Bd.3, Buddenbrooks

See page II.C-64 of the manual for a list of foreign words for bibliographic parts.

Serial Backsets

If ordering a serial backset, indicate very clearly which volumes, numbers and/or parts are being ordered.

e.g., Catholic Library World, v.1, v.2, nos.2 & 3; v.3

When no volume and/or issue numbers are available, use specific dates following the title. Be as specific as possible.

e.g., New Republic, Oct. 73 only

5. SERIES TITLE

Up to nine series titles may be listed, but only S.1 (the first listed) is sent to the vendor. S.1 should therefore be the entry that will be most useful to the vendor in identifying the material we are trying to obtain. The general rule for completing the series title area is to follow both in form and format the entry as it has been established in Syracuse University Libraries Series Authority File (SAF) - located in Technical Services. If nothing can be located in the SAF, use the series in the form shown on the tracing of the LC cataloging copy or in one of the traced fields on OCLC. If a series is not traced, use the series which is shown in the series statement. When you are unable to locate a series in the SAF, or in one of the sources for obtaining LC catalog copy, and the imprint source indicates a series title, you should enter the series in the form in which it appears on the source.

Item Part of More than one Series

If a monograph is part of more than one series, you should list each series in the series title area. If one series is traced and the other is not, the traced series should be S.1. If both series are traced or both series are untraced, S.1 should be the innermost series, i.e., the series which is the most specific.

e.g., S.1 Mathematical Texts
S.2 Textual Criticism Series

Numbered Series

If the item being ordered is part of a numbered series, include the appropriate number after the series title, separating the series title and the number with a comma and a space and following LC format.

e.g., Studies in Criticism, v.6 (no space between v. and 6). Use abbreviations only as shown on page II.C-65.

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

COPIES 9	LOGICAL VOLS 10	PRICE 11	SHIPPING INSTRUCTIONS 12		STANDING ORDER BEGIN 13	STANDING ORDER BEGIN 14

WORKING NOTES 15

SUGGESTED SOURCE PUBLISHER ADDRESS 16

CALL NO ADD 17	CALL NO OTHER 18	SAF DECISION NST 19 ULS ULRICHS KARDEX OTHER	BIP FB 20 BBIP OTHER BIP	PROOF SLIP LETTER 21 FLIER OTHER	NUC 22
L C NO 23	SUDOC NO 24				

FUND 25	BRANCH 26	REQUESTED BY 27	SEARCHED DATE 28	CPO 29	PUBLISHER'S PRICE 30	VENDOR'S NUMBER 31

FORM 7560T 365 R 5/77

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

5. SERIES TITLE (cont.)

Serial Backset

When ordering a backset of a serial, the information in the series title area should exactly duplicate the information given in the title area. There is no need to type information twice, however. Instead you may draw an arrow from the title box to the series title box as shown in the example on page II.C-58.

6. EDITION/PLACE/PUBLISHER/DATE

Type the information in the order given above. Separate the items with slashes. Use abbreviations if they appear on the standard list page II.C-65; otherwise use no abbreviations. For phonograph records and cassettes, include only the manufacturer's name and number in the imprint. See example on page II.C-~~5~~ 37-38

More Than One Imprint

If there are two publishers, enter complete imprints information for both, listing domestic first. Searching in multiple imprint sources such as Books in Print and British Books in Print particularly for items that are over two years old can often expedite the acquisitions process and will help prevent return of orders for titles which may have become out-of-print.

Edition

If no edition is given, a 1st edition is assumed, and this space may be left blank. For revised, enlarged, completely new, etc., use rev/. Other examples: 1st/2d/3d/4th. For reprint edition, give date of original in edition spot/place/publisher/date of reprint edition.

e.g., 1928/NY/AMS Press/1974 reprint

Place

Include only city, state and/or country. Spell out the name of the city except New York - use NY. Use list of abbreviations on page II.C-65 to abbreviate states or countries. If the city is well known, omit the state or country abbreviation. Do not include the state with the city if it is mentioned as part of the publisher.

e.g., Berkeley/Univ. of California Press/1972

If the publisher is not well known, put the complete address in the suggested source box (Area 16).

If no place can be determined, enter n.p. (Occasionally on an OCLC updated record, s.l. (sine locus) will be used to indicate no place.)

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

COPIES 9	LOCAL AI VOLS 10	PRICE 11	SHIPPING INSTRUCTIONS 12		13	14

WORKING NOTES 15

SUGGESTED SOURCE PUBLISHER ADDRESS 16

CALL NO ADD 17	CALL NO OTHER 18	SAF DECISION NST 19 ULS ULRICHS KARDEX OTHER	BIP FB 20 BBIP OTHER BIP	PROOF SLIP LETTER 21 FLIER OTHER	NUC 22

LC NO 23	DEW NO 24

TYPE 25	BRANCH 26	REQUESTED BY 27	28	DEC 29	PUBLISHER TERMS 30	VENDOR NUMBER 31

FORM USE NO. P-1

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

6. EDITION/PLACE/PUBLISHER/DATE (cont.)

Publisher

Use the simplest form of the name when the publisher is well known, omitting first names and such terms as Company, Incorporated, Limited, etc.

e.g., Basil Blackwell, Ltd - use /Blackwell/

Abbreviate only those words found on the standard list of abbreviations on page II.C-65. Use the ampersand and hyphen when possible.

Distributed by

If a title is distributed by an agent or organization other than the publisher, include the name of the distributor in parenthesis following the publisher's name.

e.g., /Readers Digest (Dutton)/

Publisher Unknown

If item is being ordered from a dealer's out-of-print catalog or if publisher is unknown, include n.p. in publisher space. (Occasionally on an OCLC updated record s.n. will be used to indicate no publisher.)

However, be sure to give complete name and address of dealer in suggested source box (Area 16).

Date

For monographs enter only the copyright date. Do not use dates of printing.

Serial Backset

For a serial backset order, put the dates of volumes being ordered in this space if the dates are for uninterrupted consecutive years.
e.g., 1972-74

Otherwise put n.d. in this space and specify years wanted in the title and series title areas.

No Date

If no date is known, enter n.d.

7. ISBN

Enter the International Standard Book number if order is for a single monograph. ~~If for some reason~~, There may be more than one ISBN when item is available leave this space blank. Do not use hyphens.
in both cloth + paper back. Use the appropriate number. Only one number may be used. IF unsure, leave the space blank. Do not use hyphens

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE PUBLISHER DATE 6

ISBN 7 ISSN 8

9	10	11		12		13	14

WORKING NOTES 15

SUGGESTED SOURCE PUBLISHER AGENT 16

17	18	SAF DECISION: NSF, ULS, ULRICHS, KARDEX, OTHER 19		BIP: OTHER BIP 20	PROOF SLIP: LETTER, TLIER, OTHER 21	NUC 22
23	24					

25	26	27	28	29	30	31

ACQUISITION REQUEST INPUT FORM PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

8. ISSN

Enter the International Standard Serial number if the order is for a serial backset. Use hyphens as indicated in source.

9. NUMBER OF COPIES

Enter the number of copies desired for the title described on the order.

10. LOGICAL VOLUMES

The logical volume area should actually reflect the number of bibliographic volumes and not the physical count.

e.g., 1 copy of a 2-volume set = /2/ logical volume count

2 copies of a 2 volume set with each volume in 2 parts = /4/ NOT /8/

1 copy of a 3 volume set in 6 parts = /3/ NOT /6/

If you are ordering a BACKSET PERIODICAL ORDER such as 3 years of a monthly periodical which will be bound (after we have received 36 pieces) in 3 volumes, one for each year, the logical volume box should read 3 even if it will be bound in 6 pieces.

11. PRICE

Enter amount in U. S. dollars which is the actual cost of the item or items described on the order. Estimates should not be used as they distort the budget. If an estimate must be made, consult with the bibliographer responsible for the budget. Regular orders for amounts exceeding ~~$100.00~~ $75.00 must be approved by the Assistant Director for Collections.

12. SHIPPING INSTRUCTIONS

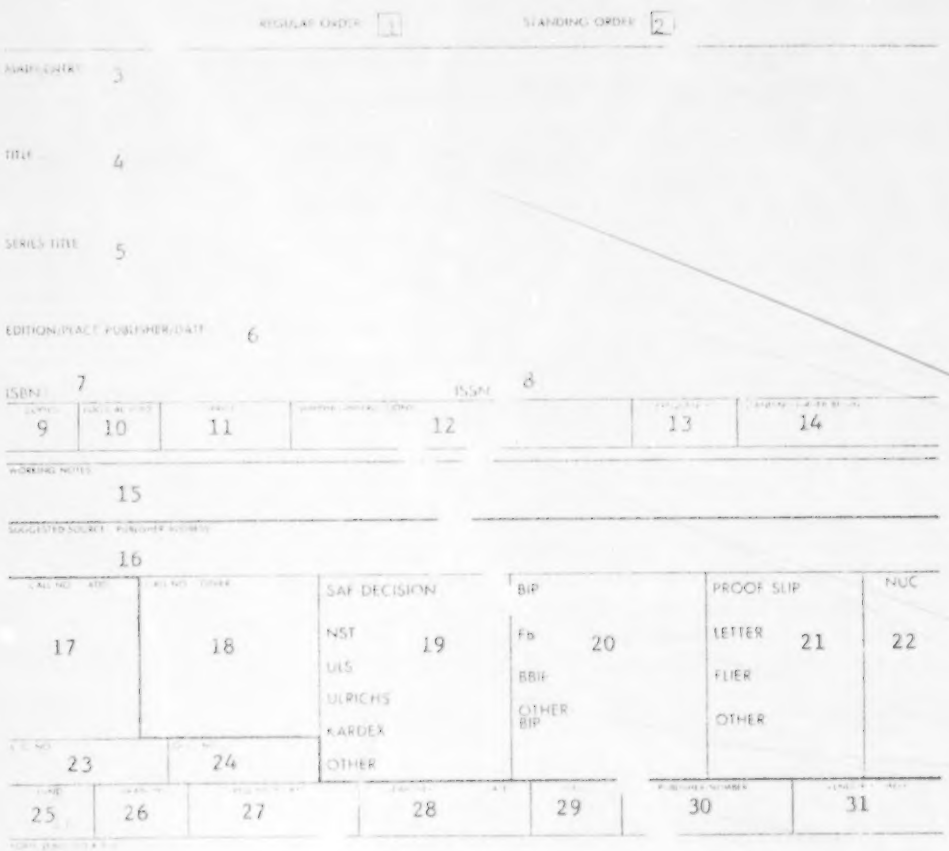
There is a space limitation of 20 characters. This area is best used to indicate RUSH; format of non-book orders - e.g., score, microfilm; catalog number for items ordered from a dealer's catalog.

Rush Orders

If item is to be ordered and processed rush, e.g., for Reserve, indicate RUSH in shipping instructions and place a wide red line in extreme right hand margin of order form from top to bottom.

If item is to be ordered rush, but processed routinely on arrival, e.g., for out-of-print material, type RUSH in Shipping Instructions but do not place a red line in the margin of the order.

SAMPLE ORDER REQUEST FORM



ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

13. FREQUENCY

Leave blank

14. STANDING ORDER BEGIN

Leave blank

15. WORKING NOTES

Information in this area is not seen by the vendor. Include here information that might be of use only to Technical Services. Place a semi colon before all information that is only of use for Technical Services and and this will be deleted at time of cataloging.

Reserves

If order is a reserve request, indicate RUSH RESERVE in working notes and type professor's name, course name and number, and semester for which material is being requested. Also, place a wide red line on the right hand margin of the order.

Restricted Funds (9R)

Indicate fund name and account number which is to be charged on receipt of material. Also indicate price for restricted fund order in U. S. dollars here. All restricted fund orders must be coordinated through the Assistant Director for Collections.

16. SUGGESTED SOURCE

Include publisher or vendor address if not widely known or if ordering from an antiquarian dealer - indicate that item is op (out-of-print) and state dealer's name and address as "only known source". Indicate here if item is to be a prepay and attach the source of information with the order.

17. CALL NO. ADD

There are two types of adds - serial adds and duplicate copy adds.

Serial Add

When an item is a serial add it means that catalog cards already exist for the title and new volumes will be added to the holdings card in the serials shelf list. No new catalog cards will be necessary. SAF decision will be open on continuation.
For rapid processing, it is essential to mark orders for serials adds with a green stripe on the right side of the order and to write in the call number in area 17.

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

9 | 10 | 11 | | ? | 13 | 14

WORKING NOTES 15

SUGGESTED SOURCE - PUBLISHER ADDRESS 16

17 | 18 | SAF DECISION: NST 19, UCS, ULRICHS, KARDEX, OTHER | BIP: FB 20, BBIP, OTHER BIP | PROOF SLIP: LETTER 21, FLIER, OTHER | NUC 22

23 | 24

25 | 26 | 27 | 28 | 29 | 30 | 31

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

17. CALL NO. ADD (cont.)

Duplicate Copy Add

When an item is an exact duplicate of a copy already cataloged by the Library (i.e., title, edition, imprint, etc. are exactly the same), it means that catalog cards already exist for the title and the additional copy(ies) will be added to the card in the union shelf list. No new catalog cards will be necessary.

For rapid processing, it is essential to mark orders for duplicate copy adds with an orange stripe on the right side of the order and to write the call number in area 17.

18. CALL NUMBER - OTHER

Write the call number and the name of the source where you found it in this box if:

The Library owns another edition of the title being ordered
The title being ordered has been withdrawn from the catalog
The title has a Dewey call number
There is no card in the card catalog, but a call number appears on SULIRS

19. SAF DECISION

Always write in the SAF decision for those items which have a series title or are sets. If nothing is found, write an O. Also, write an O by Serials Kardex after you have checked series titles and main entries of sets on the kardex and are sure that the item will not come on standing order.

20. IN-PRINT SOURCES

Indicate with a double check (✓✓) the in-print source or sources in which the item was verified.

21. PROOF SLIP, ETC.

If proof slip, publishers letter or flier is sole or additional source of information for item being ordered, double check (✓✓) appropriate item and attach the source material to the back of the order. If some other source was used, identify in "other".

22. NUC

In this area indicate the year, page and volume of NUC in which you located LC cataloging copy. Enter O if no copy was found in NUC.

23. LC NUMBER

Enter LC card number as found on catalog copy source.

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION PLACE PUBLISHER DATE 6

ISBN 7 ISSN 8

9	10	11		12	13	14

WORKING NOTES 15

SUGGESTED SOURCE - PUBLISHER ADDRESS 16

17	18	SAF DECISION: NST 19, LBS, ULRICHS, KARDEX, OTHER	BIP: FB 20, BBIP, OTHER BIP	PROOF SLIP: LETTER 21, FLIER, OTHER	NUC 22

23	24

25	26	27	28	29	30	31

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

24. OCLC NUMBER

Enter OCLC number.

25. FUND CODE

Using list on page I.B-43 enter code for agency which is to be charged for item ordered.

26. BRANCH LOAN CODE

The Branch Loan Code indicates the location where the item is to be shelved. This area should be completed using the lists on page I.B-48 and as a guide only when the call number is known at the time of order or if the material is for a special reference collection. Otherwise the area should be left blank.

e.g., 3K (Branch Loan Code) = Humanities Reference

27. REQUESTED BY

Bibliographer's name.

28. SEARCHER AND DATE

Searcher's name and date search completed.

29. OEC

Leave blank.

30. PUBLISHER NUMBER

Leave blank.

31. VENDOR NUMBER

Leave blank

REGULAR ORDER

EXAMPLE - CLASSIC MONOGRAPHIC ORDER

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY
Giefer, Gerald J

TITLE
Sources of information in water resources: an annotated guide to printed materials

SERIES TITLE

EDITION-PLACE-PUBLISHER-DATE /Port Washington, NY/Water Information Center/1976

ISBN 0912394153 ISSN

COPIES	LOCATIONS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	1	23.50			

WORKING NOTES

SUGGESTED VENDOR AND ADDRESS
Water Information Center, Inc., 44 Sintsink Dr., E.,
Port Washington, NY 11050

CALL NO. - AUTH	ALT NO. - OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
75-20953	2290517	OTHER			

FUND	BUDGET	REQUESTOR	DATE	DEC	PUBLISHER NUMBER	VENDOR NUMBER
4K	4K	mhsocsci MH	al 11/30/76			

FUND CONTROLS

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDER

EXAMPLE - MONOGRAPH, PART OF NUMBERED SERIES

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY Cepl-Kaufmann, Gertrude

TITLE Guenter Grass: eine Analyse des Gesamtwerkes unter dem Aspekt von Literatur und Politik

SERIES TITLE Skripten Literaturwissenschaft, Bd.18

EDITION PLACE/PUBLISHER DATE
Kronberg/Scriptor Verlag/1975

ISBN ISSN

1	1	10.00				

		SAF DECISION mono	BIP		PROOF SLIP	NUC
		NST	FB		LETTER	
		ULS	BBIP		FLIER	
		ULRICHS	OTHER BIP VLB ✓✓		OTHER	
75-516884	1960037	KARDEX				
		OTHER				
3G		Immler	GRG 17/7/76			

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDER

EXAMPLE - ORDER FOR SET OF VOLUMES NOT PART OF SERIES

REGULAR ORDER ☒ STANDING ORDER ☐

MAIN ENTRY
McGraw-Hill encyclopedia of world drama

TITLE
McGraw-Hill encyclopedia of world drama, v.1-4

SERIES TITLE

EDITION/PLACE/PUBLISHER/DATE
New York/McGraw-Hill/1972

ISBN 0070795673 ISSN

COPIES	LOCATIONS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	4	129.50			

WORKING NOTES

SUGGESTED SOURCE / PUBLISHER ADDRESS

CALL NO. - ADD	CALL NO. - OTHER	SAF DECISION	BIP //	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
		OTHER			

L.C. NO.	ORDER NO.
70-37382	266669

FUND	BUDGET	REQUESTOR	DEPT.	PUBLISHER NUMBER	VENDOR NUMBER
38	3K	Gardiner	BJL 12/7/76		

FUND ENCUMBERED

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - ORDER FOR PARTIAL SET OF VOLUMES FOR WHICH WE ALREADY HAVE CATALOGED THE SET

Green stripe

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY Mott, Frank Luther

TITLE History of American Magazines, 1741-1850, v.2 and 3 only

SERIES TITLE Mott, Frank Luther. History of American Magazines, 1741-1850, v.2 and 3

EDITION PLACE PUBLISHER DATE
Cambridge, MA/Harvard University Pr./1957

ISBN ISSN

COPIES		PRICE	SHIPPING INSTRUCTIONS		STANDING ORDER BEGIN
1	2	10.00			

WORKING NOTES

SUGGESTED SOURCE - PUBLISHER ADDRESS

CALL NO.	ALT. NO.	SAF DECISION	BIP	PROOF SLIP	NUC
PN 4977 M63		NST ULS ULRICHS KARDEX OTHER	FB BBIP OTHER BIP	LETTER FLIER OTHER	

FUND		BUDGET			PUBLISHER NUMBER	VENDOR NUMBER
3J		Gardiner	GRG 12/1/76			

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - ORDER FOR SERIAL BACKSET WHICH IS A SERIAL ADD

Green line

REGULAR ORDER ☒ STANDING ORDER ☐

MAIN ENTRY Praxis der mathematik

TITLE Praxis der mathematik, v.1-4

SERIES TITLE Praxis der mathematik, v.1-4

EDITION/PLACE/PUBLISHER/DATE Elmsford, NY/Microforms International Marketing/1959-62

ISBN ISSN

COPIES	LOGICAL VOLS	PRICE	SHIPPING INSTRUCTIONS		STANDING ORDER BEGIN
1	4	66.00	send hardcopy		

ACQUISITION NOTES
Periodical backset

SUGGESTED SOURCE/PUBLISHER ADDRESS Microforms International Marketing Corp.,
Fairview Park, Elmsford, NY 10523 Attn: Serials Division

CALL NO. - ADD	CALL NO. - OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
QA 1 P91		NST ULS ULRICHS KARDEX OTHER Maxwell Sci. Suppl. N.S. #1, p. 46	FB BBIP OTHER BIP	LETTER FLIER OTHER	

P.O. NO.	DEPT NO.

FUND	LIBRARY	ORDERED BY	LIB. USE	AT	DATE	PUBLISHER NUMBER	VENDOR NUMBER
7M	7M	Rude/ Cargo math 1st	gd 11/1/76				

FORM 3000-1 REV. 8-75

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - INTERPRETATION OF SERIES NOTE FROM LC PROOF SLIP

Goldschmidt, Harry.
Die Erscheinung Beethoven / Harry Goldschmidt. — 1. Aufl.
— Leipzig : Deutscher Verlag für Musik, 1974.
239 p., [4] leaves of plates : ill., music ; 21 cm. (His Beethoven-Studien
GFR75:A
Includes bibliographical references.

series note

1. Beethoven, Ludwig van, 1770-1827. Works. I. Title.
ML410.B4G63 Bd. 1 76-457055
[ML410.B42] MARC
Library of Congress 76 MN

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY Goldschmidt, Harry

TITLE Erscheinung Beethoven

SERIES TITLE Goldschmidt, Harry. Beethoven-Studien, v.1

EDITION/PLACE/PUBLISHER/DATE
Leipzig/Deutscher Verlag fuer Musik/1974

ISBN ISSN

COPIES	VOLUMES	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	1	15.00			

Backset order to mesh with standing order

		SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		DLS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
76-457055	2037672	KARDEX	VLB JV		
		OTHER			

2M		Seibert	LL 11/3/76				

177

REGULAR ORDERS

EXAMPLE - ORDER FOR MULTI-VOLUME SET; PART OF NUMBERED SERIES

REGULAR ORDER ☒ STANDING ORDER ☐

MAIN ENTRY
M.1. Romantic movement bibliography, 1936-1970
M.2. Elkins, Aubrey Christian
M.3. Forstner, Lorne J

TITLE
Romantic movement bibliography, 1936-1970, v.1-7

SERIES TITLE
Cumulated bibliography series, no.13

EDITION/PLACE/PUBLISHER/DATE
Ann Arbor, MI/Pierian Press/1973

ISBN 0876500254 ISSN

COPIES	LOGICAL VOLS	PRICE	MARKING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	7	160.00			

WORKING NOTES

SUGGESTED SOURCE - PUBLISHER ADDRESS

CALL NO. - REQ.	CALL NO. - OTHER	SAF DECISION Sept	BIP ✓✓	PROOF SLIP	NUC
		NST	FB	LETTER	
		UIS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
77-172773	763388	OTHER			

FUND	BUDGET	REQUESTED BY	ORDER DATE	CAT	PUBLISHER NUMBER	VENDOR NUMBER
3E	3E	Lumler	B.L 12/7/76			

FORM CONTINUED ON ...

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - ORDER FOR MATERIAL EXPECTED TO COME VIA AUTOMATIC AGREEMENTS, WHICH IS POSITIVELY AVAILABLE, BUT NOT YET RECEIVED BY SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDER - XX STANDING ORDER

MAIN ENTRY: Apostol, Tom M

TITLE: Introduction to analytic number theory

SERIES TITLE:

EDITION/PLACE/PUBLISHER/DATE: NY/Springer/1976

ISBN: 0387901639 ISSN:

COPIES	LOCATION VOLS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	1	14.80	DON'T DUP. APPROVAL		

		SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
75-37697	1859863	KARDEX			
		OTHER			

7M	7M	Rude/ Cargo Math	gd 11/30/76			

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - OUT-OF-PRINT MONOGRAPH, RESERVED WITH DEALER

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY: Morison, Samuel Eliot

TITLE: Vistas of history

SERIES TITLE:

EDITION, PLACE, PUBLISHER, DATE: NY/Knopf/1964

ISBN ISSN

1	1	4.00	res'd, cat 160/1218		

WORKING NOTES:

Q.M. Dabney & Co., Box 31061, Washington, D.C. 20031

		SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER 11/29/76	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
64-19085	945690	OTHER			

5H	5H	Tremper a.s.	mc12/1/76			PUBLISHER NUMBER	VENDOR NUMBER

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - ORDER FOR MONOGRAPH WHICH IS FOR A LATER EDITION THAN THE ONE WE ALREADY OWN. FOREIGN PUBLISHER DISTRIBUTED BY AMERICAN DEALER

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY: Harvey, Joan M

TITLE: Statistics Europe: sources for social, economic and market research

SERIES TITLE: CBD research publication

EDITION/PLACE/PUBLISHER/DATE: 3d/Beckenham, Kent, Eng./CBD Research(Gale Research, Detroit)/1976

ISBN: 0900246189 ISSN:

COPIES	LOCATION	PRICE	SPECIAL INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	1	8.50			

WORKING NOTES:

SUGGESTED SOURCE - PUBLISHER ADDRESS:

CALL NO. - AUTO	CALL NO. - OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
	Z 7554 E8 H35 1968	0 NST ULS ULRICHS KARDEX OTHER	O FB O BBIP O OTHER BIP	LETTER FLIER OTHER	
O.C. NO.	2313123				

4K	4K	jc socsci	rh 11/23/76		PUBLISHER NUMBER	VENDOR NUMBER

FORM USED FOR W.O.

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - ORDER FOR RESTRICTED FUND MATERIAL: REPRINT

REGULAR ORDER ☒ STANDING ORDER ☐

MAIN ENTRY: Grisar, Hartmann

TITLE: History of Rome and the popes in the middle ages, v.1-3

SERIES TITLE:

EDITION/PLACE/PUBLISHER/DATE: 1911/New York/AMS Press/1975 reprint

ISBN: 0404093701 ISSN:

COPIES	ORDER VOL.	PRICE	SHIPPING INSTRUCTIONS	REQUISITION	STANDING ORDER BEGIN
1	3				

WORKING NOTES:

Price - $100.00 Snow Clan Endowment Fund

SUGGESTED SOURCE - PUBLISHER ADDRESS:

ALL NO. - ADD	ALL NO. - OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
70-154115	1173686	OTHER			

FUND	BLDG.	REQUESTOR	DATE	VIA	PUBLISHER NUMBER	VENDOR NUMBER
9R	3R	Butler	BJL 12/7/76			

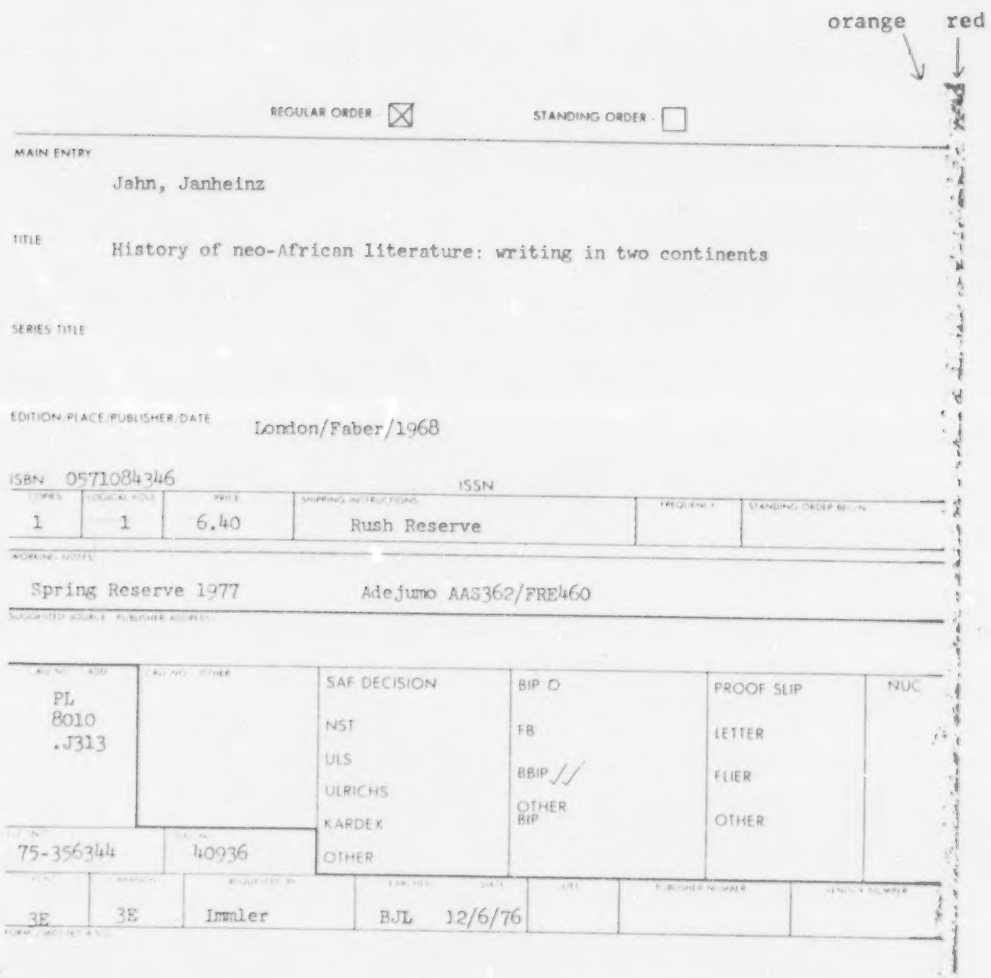
DATE SENT TO B.S.L.

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - ORDER FOR MONOGRAPH DUPLICATE COPY ADD; RESERVE



orange red

REGULAR ORDER ☒ STANDING ORDER ☐

MAIN ENTRY

Jahn, Janheinz

TITLE

History of neo-African literature: writing in two continents

SERIES TITLE

EDITION/PLACE/PUBLISHER/DATE

London/Faber/1968

ISBN 0571084346 ISSN

TYPES	LOGICAL VOLS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	1	6.40	Rush Reserve		

ORDERING NOTES

Spring Reserve 1977 Adejumo AA5362/FRE460

SUGGESTED SOURCE - PUBLISHER ADDRESS

ALC NO - ADD	ALC NO - OTHER	SAF DECISION	BIP D	PROOF SLIP	NUC
PL 8010 .J313		NST ULS ULRICHS KARDEX OTHER	FB BBIP // OTHER BIP	LETTER FLIER OTHER	

LC NO	LC NO
75-356344	40936

TYPE	APPROVED	REQUESTED BY	CATALOGED BY - DATE	LOC	PUBLISHER NUMBER	VENDOR NUMBER
3E	3E	Immler	BJL 12/6/76			

FORM 1967 REV 4 75

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - GOVERNMENT DOCUMENT ORDER

Showing interpretation of MONTHLY CATALOG information. The best source of obtaining in print information on Government Publications is the Publications Reference File on microfiche in the Documents Office - Room 117.

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY M.1. Stone, Elizabeth W
M.2. Patrick, Ruth J
M.3. Conroy, Barbara

TITLE Continuing library and information education: final report to National Commission on Libraries and Information Science

SERIES TITLE

EDITION PLACE PUBLISHER DATE Washington, D.C./USGPO/1975

1	1	5.05	Y 3.L 61:2 Ed 8/2		

Item 1061-F

		SAF DECISION	BIP	PROOF SLIP	NUC
		NSC	FR	LETTER	
		DIS	BRP	FLIER	
		LIBRICHS	OTHER BIP Monthly Catalog 8/75	OTHER	
		KARDEX			
		OTHER			
4D	4D	BJV Soc Sci	bmc 11/19/76		

NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE Washington, DC 20036

12580 Continuing library and information education, final report to National Commission on Libraries and Information Science [with bibliography; by Elizabeth W. Stone , Ruth J. Patrick , Barbara Conroy]. May 1974. [479] p.il. 4° [Prepared by Graduate Department of Library Science, Catholic University of America under contract OEC-0-73-7093.] * Paper, $5.05 ●Item 1061-F

Y 3.L 61:2 Ed 8/2

§For Sale by National Technical Information Service, Springfield, VA 22151
●Sent to Depository Libraries

*For Sale by Superintendent of Documents
‡ Distribution Made by Issuing Office
# Not Available for Sale or Distribution

REGULAR ORDERS

EXAMPLE - GOVERNMENT DOCUMENT ORDER

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY M.1. Stone, Elizabeth W
M.2. Patrick, Ruth J
M.3. Conroy, Barbara

TITLE Continuing library and information education: final report to National Commission on Libraries and Information Science

SERIES TITLE

EDITION/PLACE/PUBLISHER/DATE Washington, D.C./USGPO/1975

ISBN ISSN

COPIES	LOCATION NOTE	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	1	5.05	Y 3.L 61:2 Ed 8/2		

WORKING NOTES

Item 1061-F

SUGGESTED SOURCE / PUBLISHER ADDRESS

CARD NO. REF.	ALL NO. CONT.	SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP Monthly Catalog 8/75 p. 123	OTHER	
		KARDEX			
		OTHER			

FUND	BRANCH	REQUESTED BY	ENTERED	ACK.	PUBLISHER NUMBER	VENDOR NUMBER
4D	4D	BJV Soc Sci	bmc 11/19/76			

FORM 2000-1001 R 5-73

REGULAR ORDERS

EXAMPLE - BACKSET OF SERIAL IN MICROFORM; SERIAL ADD

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY: Playboy

TITLE: Playboy (microfilm) 1974-1975

SERIES TITLE: Playboy (microfilm) 1974-1975

EDITION/PLACE/PUBLISHER/DATE: Ann Arbor/Xerox Univ. Microfilms/1974-1975

ISBN		ISSN			
1		190.00	35mm pos. :Cat#2767		

Microfilm in color; backset

		SAF DECISION	BIP	PROOF SLIP	NUC
Film 2248		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
		OTHER			

1R	1V	Mullen Ref	L.W. 9/24/76		

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - CASSETTE TAPE

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY Shakespeare, William

TITLE King Lear (Cassette Tape)

SERIES TITLE Shakespeare Recording Society

EDITION/PLACE/PUBLISHER/DATE //Caedmon SRS 233S/

ISBN ISSN

COPIES	LOGICAL UNITS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	1	26.00	Cassette Tape		

WORKING NOTES

SUGGESTED SOURCE - PUBLISHER ADDRESS

REQ NO - ADD	REQ NO - OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
R65-822		OTHER			

FUND	ACCT	REQUESTOR	BUYER	DATE	ENC	PURCHASE NUMBER	VENDOR NUMBER
3E	1V	Immler	XY	1/4/77			

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - PHONOGRAPH RECORD ORDER

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY Daniels, Enoch

TITLE Delightful dozen (phonodisc)

SERIES TITLE

EDITION/PLACE/PUBLISHER/DATE //Odeon S-3AEX 5227/n.d.

ISBN ISSN

COPIES	LOCAL AC NOS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1		7.98	Phonodisc		

WORKING NOTES

SUGGESTED SOURCE - PUBLISHER ADDRESS

ALLOC - ATD	ALLOC - OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
		OTHER			

FUND	BRANCH	REQUESTED BY	CATALOGER - DATE	DEPT	PUBLISHER NUMBER	ORDER NUMBER
5S	2M	Singh AS	2-18-76			

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - SLIDE/CASSETTE

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY H. G. Wells: Father of science fiction

TITLE H. G. Wells: Father of science fiction

SERIES TITLE

EDITION PLACE/PUBLISHER/DATE // Films Inc. / 1975

ISBN ISSN

COPIES	REGULAR VOLS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1	1		Slide/cassette		

WORKING NOTES

SUGGESTED SOURCE - PUBLISHER ADDRESS Films Inc., 1144 Wilmette Ave., Wilmette, Il 60091

CARD NO. - ADD	CARD NO. - OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
		OTHER			

LC NO.	OCLC NO.
74-705805	

FUND	BRANCH	REQUESTED BY	CHARGED	DATE	CAT.	PUBLISHER NUMBER	VENDOR NUMBER
SE	LV	Humanities	xyz	1/5/77			

FORM ONE - OTHER USE

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

EXAMPLE - VIDEOCASSETTE

REGULAR ORDER [X] STANDING ORDER [ ]

MAIN ENTRY Kohoutek: the coming of a comet

TITLE Kohoutek: the coming of a comet (video cassette

SERIES TITLE

EDITION/PLACE PUBLISHER/DATE (Wheaton Hills,MD / Maryland Center for Public Broadcasting, 1974

ISBN ISSN

COPY	VOLUMES	PRICE	SHIPPING INSTRUCTIONS	ENCUMBERED	STANDING ORDER NOTES
1	1		U-matic		

WORKING NOTES

Format derived - U-matic videocassette

SUGGESTED SOURCE - PUBLISHER ADDRESS

Maryland Center for Public Broadcasting, Wheaton Hills, MD

CALL NO. - ADD	CALL NO. - OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
		OTHER			

FUND	AMOUNT	ACCOUNT NO.	CHARGED TO	CC	PUBLISHER NUMBER	VENDOR NUMBER
74	12		1/4/77			

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

REGULAR ORDERS

PREFERRED FORMAT FOR ORDERING NON-BOOK MATERIALS

For reasons of economy and usability, certain media formats are to be preferred when ordering. The following is a guideline.

A. FOR SOUND RECORDINGS

Prefer: Cassette Tape
Second Preference: Reel-to-Reel Tape
Acceptable: Disc (Record)
DO NOT ORDER: 8-Track Tape

Statement to be made to vendor in shipping instructions if preferred format is not indicated on flyer or citation: "Supply cassette tape, if available."

B. FOR VISUAL IMAGES (STILL)

Prefer: Slide
Acceptable: Filmstrip

Statement to vendor in shipping instructions: "Supply as slide set, if available."

Note: A slide set may cost more to purchase than a filmstrip, but in order to use the filmstrip in our collection, it must be converted to slides at a significant cost.

C. FOR MEDIA SET

Use combination of A and B.

D. FOR VIDEO RECORDINGS

Prefer: Video Cassette (U-Matic)
Acceptable: 1/2 inch EIAJ Videotape

Statement to be made to vendor in shipping instructions: "Supply as video cassette, if available."

Note: For other forms of video, contact Media Services to determine usability.

E. FOR FILMS

In general, Syracuse University Libraries do not purchase 16mm film due to the existence of the Film Rental Center.

Acceptable: 16mm Film
8mm Film (see below)

Statement to be made to vendor in shipping instructions: State exactly the format desired (8mm or 16mm).
Note: For ordering 8mm films, contact Media Services to determine format usability.

F. FOR MICROFILM

Prefer: 35mm positive microfilm

REGULAR ORDERS

NOTES ON ORDERING GOVERNMENT DOCUMENTS

The Monthly Catalog of Government Documents is available on the ~~Fourth~~ First floor in Reference Documents. It has Title, author, and subject indexes. Generally, however, the author index only includes the primary author.

Date of publication: the Monthly Catalog usually picks up an item 10-15 months after it has been completed.

Attention should be paid to the symbols on the bottom of the page of the Monthly Catalog:

- indicates whether item is sent to depository libraries. Since these items are non-circulating, if we receive them through the depository, it is up to the bibliographer whether or not to order a copy for the subject floors.

The symbols below indicate whether item is available from:

* GPO (Government Printing Office)

§ NTIS (National Technical Information Service)

+ issuing agency

not for sale or distribution

If the item is available from NTIS or the issuing agency, this should be noted in the suggested source area of the order.

The Superintendent of Documents Classification Number (on the bottom right side of the entry) is necessary for proper confirmation of the document, and should be included in the vendor area.

Other bibliographic tools to be used in searching government documents are described on page II.B-32.

REGULAR ORDERS

SAMPLE - COMPUTERIZED FORM FOR REGULAR ORDERS

SYRACUSE UNIVERSITY LIBRARY

Box X
SYRACUSE, NEW YORK U.S.A. 13210

USE ABOVE ADDRESS ON ALL INVOICES, SHIPMENTS AND CORRESPONDENCE
REPORT IF NOT AVAILABLE
INVOICE IN TRIPLICATE
SEND SURFACE MAIL UNLESS OTHERWISE SPECIFIED
N.Y. STATE SALES TAX EXEMPTION NO. EX-12364
ORDER VALID 12 MONTHS ONLY

VENDOR NAME AND ADDRESS xxxx

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION PLACE PUBLISHER DATE 6

ISBN 7 ISSN 8

9	10	11	12	13	14

15

16

17	18	SAF DECISION NST ULS ULRICHS KARDEX OTHER 19	BIP FB 20 BBIP OTHER BIP	PROOF SLIP LETTER 21 FLIER OTHER	NUC 22
23	24				

25	26	27	28	29	30	31

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS - COMPLETION OF THE ORDER REQUEST FORM

Type areas 1-31 shown on the sample order request form on the preceding page and as explained below. Attach to the order request any information that gives additional details about the item being ordered, i.e., proof slip, letter, flier, etc.

1. REGULAR ORDER

Leave blank

2. STANDING ORDER

Check this box if order is to be placed once in order to alert publisher to automatically supply material as it is published on an "until forbidden" basis. The three basic types of standing orders include serial (including periodical) subscriptions, continuations and memberships and they may include orders for material in both book and non-book formats.

3. MAIN ENTRY

Up to nine main entries may be listed, but only M.1 (the first listed) is sent to the vendor. M.1 should therefore be the entry that will be most useful to the vendor in identifying the material we are trying to obtain. Rules for completing main entry area differ according to the type of standing order being placed:

Serial (including periodical and newspaper)

Enter the main entry in the same form and format as it has been established by LC. If there is no existing catalog copy, follow to the best of your ability the rules for serials entry as specified on p. 20 of the Anglo-American Cataloging Rules, i.e., enter a serial under its title, unless the title includes the name or abbreviation of a corporate body or consists of a generic term that requires the name of the body for adequate identification of the serial, then enter it under the body, e.g.,

1) Title main entry: BOSTON EVENING TRANSCRIPT

2) Entry under corporate body: Journal of the American Medical Association. You enter AMERICAN MEDICAL ASSOCIATION in main entry area.

Continuation

Enter the author or corporate body primarily responsible for producing the work as established by LC. See p. 11-38 of Anglo-American Cataloging Rules if no LC copy exists. Repeat the title in the main entry area if no personal or corporate author has responsibility.

Membership

Enter the name of the organization for which a membership is desired and any qualifying information.

e.g., American Library Association. full membership

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE PUBLISHER DATE 6

ISBN 7 ISSN 8

COPIES 9	10	PRICE 11	12	13	14

WORKING NOTES 15

SUGGESTED SOURCE / PUBLISHER ADDRESS 16

CALL NO. A.T. 17	CALL NO. OTHER 18	SAF DECISION 19 NST ULS ULRICHS KARDEX OTHER	RIP 20 FB BBIP OTHER BIP	PROOF SLIP 21 LETTER FLIER OTHER	NUC 22
NO. 23	DATE 24				

25	26	27	28	29	PUBLISHER NUMBER 30	VEND. ACCT. NO. 31

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

4. TITLE

Up to nine titles may be entered, but only T.1, the first listed is sent to the vendor, and for periodicals, only the first 63 characters of the title will appear in the Public Periodical Printout.

Serials

Enter the title in the same form and format as established by LC. If there is no existing catalog copy, follow to the best of your ability the rules for serial entry as specified on p. 20 of the AACR; i.e., enter the title as it appears on the cover or the masthead of the journal.

Continuation

Enter the title as established by LC. If there is no catalog copy, enter the title as it would appear on the title page. For sets, use the collective title, not the individual piece title.

Memberships

Repeat information given in main entry.

5. SERIES TITLE

Up to nine series titles may be entered, but only S.1, the first listed, is sent to the vendor.

Serials

Combine main entry and title. Separate the two with a period and a space, e.g., American Library Association. ALA Bulletin.

Continuations

If main entry and title are identical, repeat the information in series title field. If main entry and title are different, enter the main entry followed by the title. Separate the two with a period and a space.

Memberships

Repeat information given in main entry and title.

6. EDITION/PLACE/PUBLISHER/DATE

Edition

Always left blank for serial and membership orders. Occasionally will be required for continuation orders and should then be entered in area 14 for standing order begin information.

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

COPIES 9	LOCAL VOLS 10	PRICE 11	SHIPPING INSTRUCTIONS 12	FREQUENCY 13	STANDING ORDER BEGIN 14

WORKING NOTES 15

SUGGESTED SOURCE - PUBLISHER ADDRESS 16

CALL NO - ADD 17	CALL NO - OTHER 18	SAF DECISION 19	BIP 20	PROOF SLIP 21	NUC 22
		NST ULS ULRICHS KARDEX OTHER	FB BBIP OTHER BIP	LETTER FLIER OTHER	

ORD NO 23	REC NO 24

FUND 25	BRANCH 26	REQUESTED BY 27	SOURCE - DATE 28	LOC 29	PUBLISHER NUMBER 30	VENDOR NUMBER 31

FORM 2060 (001 R 5 U)

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

6. EDITION/PLACE/PUBLISHER/DATE (cont.)

Place

Enter the place of publication and follow this with its county, state or similar designation if necessary to identify the place or to distinguish it from another place of the same name. Abbreviations are used for most such designations (see p. 364 AACR).

Publisher

Abbreviate as much as possible without losing the intelligibility or identification of the publisher. See p. 364 AACR for standard abbreviations. Include both the publisher and his agent if both are named, unless the latter is a foreign agent of a U. S. publisher.

Date

Do not complete this date for standing orders. Enter n.d.

7. ISBN

Leave blank.

8. ISSN

If order is for a serial publication, include the International Standard Serials Number here - generally found on the cover of an issue, on OCLC, in NST, or in Ulrichs.

9. NUMBER OF COPIES

Enter number of copies desired for this single standing order.

10. LOGICAL VOLUMES

Leave blank.

11. PRICE

Enter amount in U. S. dollars which is anticipated to be the annual expenditure. Estimate if necessary. Orders for amounts exceeding $100.00 must be approved by the Assistant Director for Collections.

12. SHIPPING INSTRUCTIONS

There is a space limitation of 20 characters. This area is best used to specify format of non-book orders, e.g., score, microfilm.

13. FREQUENCY

Only for serial and periodical orders. See abbreviations ~~on page II.C-65~~. at the beginning of the Public Periodical printout.

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

COPIES 9	LOGICAL VOLS 10	PRICE 11	SHIPPING INSTRUCTIONS 12	FREQUENCY 13	STANDING ORDER BEGIN 14

WORKING NOTES 15

SUGGESTED SOURCE PUBLISHER ADDRESS 16

CALL NO ADD 17	CALL NO OTHER 18	SAF DECISION NST ULS ULRICHS KARDEX OTHER 19	BIP FB BBIP OTHER BIP 20	PROOF SLIP LETTER FLIER OTHER 21	NUC 22
NO 23	OCLC NO 24				

FUND 25	BRANCH 26	REQUESTED BY 27	YEAR-PER DATE 28	DEL 29	PUBLISHER NUMBER 30	VENDOR NUMBER 31

FORM 2080 I 003 9 5 U

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS - COMPLETION OF ORDER REQUEST FORM (cont.)

14. STANDING ORDER BEGIN

Serial (including periodical)

Volume number, issue number and date (month and year) with which order is to begin.

Continuation

Volume number and/or year with which order is to begin. If a year only is given (i.e., no volume number), specify if you mean imprint date, e.g., World Almanac 1975, c1976 (1976 is the imprint date).

Membership

Enter the year with which membership is to begin.

Note: Standing orders should be placed to begin with the current year or volume. If backsets are needed, use a separate regular order form and send the backset order request with the Standing Order request together to Serials Acquisitions.

15. WORKING NOTES

Information does not go to vendor. There are 240 spaces available, 160 of them will be seen by the cataloger.

Serial (including periodical)

1) Always include bibliographer's disposition recommendation for periodicals, e.g., catalog and bind, review after one year, current volume only.
2) If backset is being placed in conjunction with standing order, specify what volumes are being ordered on backset.

Continuation

Enter number of volumes in which a multi-volume set will be complete.

Membership

List all items expected to be received on membership and prepare a separate order for each serial item.

16. SUGGESTED SOURCE

Always include the publisher's address for standing orders. In addition, include any information that might be of use in obtaining the material.

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

COPIES 9	LOGICAL VOLS 10	PRICE 11	SHIPPING INSTRUCTIONS 12	FREQUENCY 13	STANDING ORDER BEGIN 14

WORKING NOTES 15

SUGGESTED SOURCE PUBLISHER ADDRESS 16

CALL NO ADD 17	CALL NO OTHER 18	SAF DECISION 19	BIP 20	PROOF SLIP 21	NUC 22
		NST ULS ULRICHS KARDEX OTHER	FB BBIP OTHER BIP	LETTER FLIER OTHER	

L C NO 23	OCLC NO 24

FUND 25	BRANCH 26	REQUESTED BY 27	SEARCHER DATE 28	DEC 29	PUBLISHER NUMBER 30	VENDOR NUMBER 31

FORM 7060 (10/75) R 5 11

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS - COMPLETION OF ORDER REQUEST FORM (cont.)

17. CALL NUMBER - ADD

There are two types of adds - serial adds and duplicate copy adds. Generally, a standing order, if it is an add will be a serial add, and will occur when a serial title is being reinstated or when we already own parts of a serial which we now wish to receive on a regular basis. When an item is a serial add it means that catalog cards already exist for the title and new volumes will be added to the holdings card in the serials shelf list. No new catalog cards will be necessary. For rapid processing it is essential to mark orders for Serials Adds with a green stripe on the right side of the order and to write in the call number in area 17.

18. CALL NUMBER - OTHER

Write the call number and the name of the source where you found it:

If the Library owns another edition of the title being ordered, or...

If the title being ordered has been withdrawn from the catalog, or...

If the title being ordered has a Dewey call number, or...

If there is no card in the card catalog, but a call number appears on SULIRS.

19. SAF DECISION, etc.

All standing orders, whether they be for serials, or continuation, should be searched in both the old and new sections of the Series Authority File. Any decision found should be recorded here, and the series title field should be completed exactly as shown in the SAF. If no card can be found in the SAF, enter 0 here. See page II B-6 for explanation of SAF decisions.

Periodical Kardex

If the item being ordered is a serial which is published more frequently than annually, the Periodicals Kardex must be searched to determine if we are already receiving the title. See page I B-22 for explanation of the Periodicals Kardex. Enter an 0 if the title does not appear on the Periodicals Kardex.

Serials Kardex

If the item being ordered is a Standing Order for a serial, a continuation, a numbered or unnumbered monographic series, or a publication of a society or association for which we might have a membership, the Serials Kardex and the related non-books and membership kardexes should be searched. See page I B-22 for explanation of Serials and related kardexes. Enter an 0 if nothing is found after searching.

New Serial Titles

If the item being ordered is new and nothing can be found on OCLC, NST in all cumulations and supplements should be searched to establish proper form of entry. Enter the year or month of the volume in which the item was found as well as the page. If nothing is found, enter 0.

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

COPIES 9	LOGICAL VOLS 10	PRICE 11	SHIPPING INSTRUCTIONS 12	FREQUENCY 13	STANDING ORDER BEGIN 14

WORKING NOTES 15

SUGGESTED SOURCE - PUBLISHER ADDRESS 16

CALL NO - ADD 17	CALL NO - OTHER 18	SAF DECISION NST ULS ULRICHS KARDEX OTHER 19	BIP FB BBIP OTHER BIP 20	PROOF SLIP LETTER FLIER OTHER 21	NUC 22

L.C. NO 23	DEST NUC 24

FUND 25	BRANCH 26	REQUESTED BY 27	YEAR/VOL/ISS - DATE 28	QTY 29	PUBLISHER NUMBER 30	VENDOR NUMBER 31

FORM 2000T (10) 8 5 0

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

20. IN PRINT SOURCES

These need not be searched for standing orders. Leave this area blank.

21. PROOF SLIP, etc.

Check here if you have verified the entry for the item being ordered on a LC proof slip. Attach a copy of the Proof Slip to the order.

Letter

Check here if you have verified the ordering information through correspondence with the publisher. Attach a copy of the letter to the order.

Flier

Check here if you have obtained ordering information from a publisher's flier. Attach the flier to the order.

Other

Explain any other source of ordering information.

22. NUC

If entry has been verified in NUC or in LC Monographic Series, site the volume, year or month and page number of the volume in which information was located. Enter 0 if nothing was found.

23. LC NUMBER

Enter LC card number as found on catalog copy source.

24. OCLC NUMBER

Enter OCLC number.

25. FUND CODE

Using list on page I.B-43 enter code for agency which is to be charged for item ordered.

26. BRANCH LOAN CODE

Leave blank.

27. REQUESTED BY

Bibliographer's name.

SAMPLE ORDER REQUEST FORM

REGULAR ORDER [1] STANDING ORDER [2]

MAIN ENTRY 3

TITLE 4

SERIES TITLE 5

EDITION/PLACE/PUBLISHER/DATE 6

ISBN 7 ISSN 8

COPIES 9	LOCAL ACC. NOS 10	PRICE 11	SHIPPING INSTRUCTIONS 12	DEPARTMENT 13	STANDING ORDER BEGIN 14

WORKING NOTES 15

SUGGESTED SOURCE - PUBLISHER ADDRESS 16

CALL NO. ADD 17	CALL NO. OTHER 18	SAF DECISION 19 NST ULS ULRICHS KARDEX OTHER	BIP 20 FB BBIP OTHER BIP	PROOF SLIP 21 LETTER FLIER OTHER	NUC 22

CLASS NO. 23	CUTTER NO. 24

FUND 25	BRANCH 26	REQUESTED BY 27	SEARCHER 28 DATE	29	PUBLISHER NUMBER 30	VENDOR NUMBER 31

FORM 7080 (REV 8-71)

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS - COMPLETION OF THE ORDER REQUEST FORM (cont.)

28. SEARCHER AND DATE

Searcher's name and date search completed.

29. OEC

Leave blank.

30. PUBLISHER NUMBER

Leave blank.

31. VENDOR NUMBER

Leave blank.

STANDING ORDERS

EXAMPLE - ORDER FOR A PERIODICAL SUBSCRIPTION

REGULAR ORDER ☐ STANDING ORDER ☒

MAIN ENTRY: Economy and society

TITLE:

SERIES TITLE:

EDITION, PLACE, PUBLISHER, DATE: London/Routledge & Kegan Paul/n.d.

ISBN

ISSN

COPIES	LOCAL ACCESS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGINNING
1		$12.50		QU	subscription from v.6, 1977-

WORKING NOTES: Review after 1 year, indexed SSCI

SUGGESTED SOURCE, PUBLISHER ADDRESS: Broadway House, 68-74 Carter Lane, London EC4V5EL, England

CALL NO. LOC	CALL NO. OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
		NST ULS vv 1972- ULRICHS KARDEX ○ OTHER	FB BBIP OTHER BIP	LETTER FLIER OTHER	1973 v 4 p 595 col. 1

L. NO.	CALL NO.						
72-626787							
FUND	BRANCH	REQUESTED BY	SEARCHED BY	DATE	CEC	PUBLISHER NUMBER	VENDOR NUMBER
4E		M. Henderson	rh				

FORM 2000-1 (REV. 8/73)

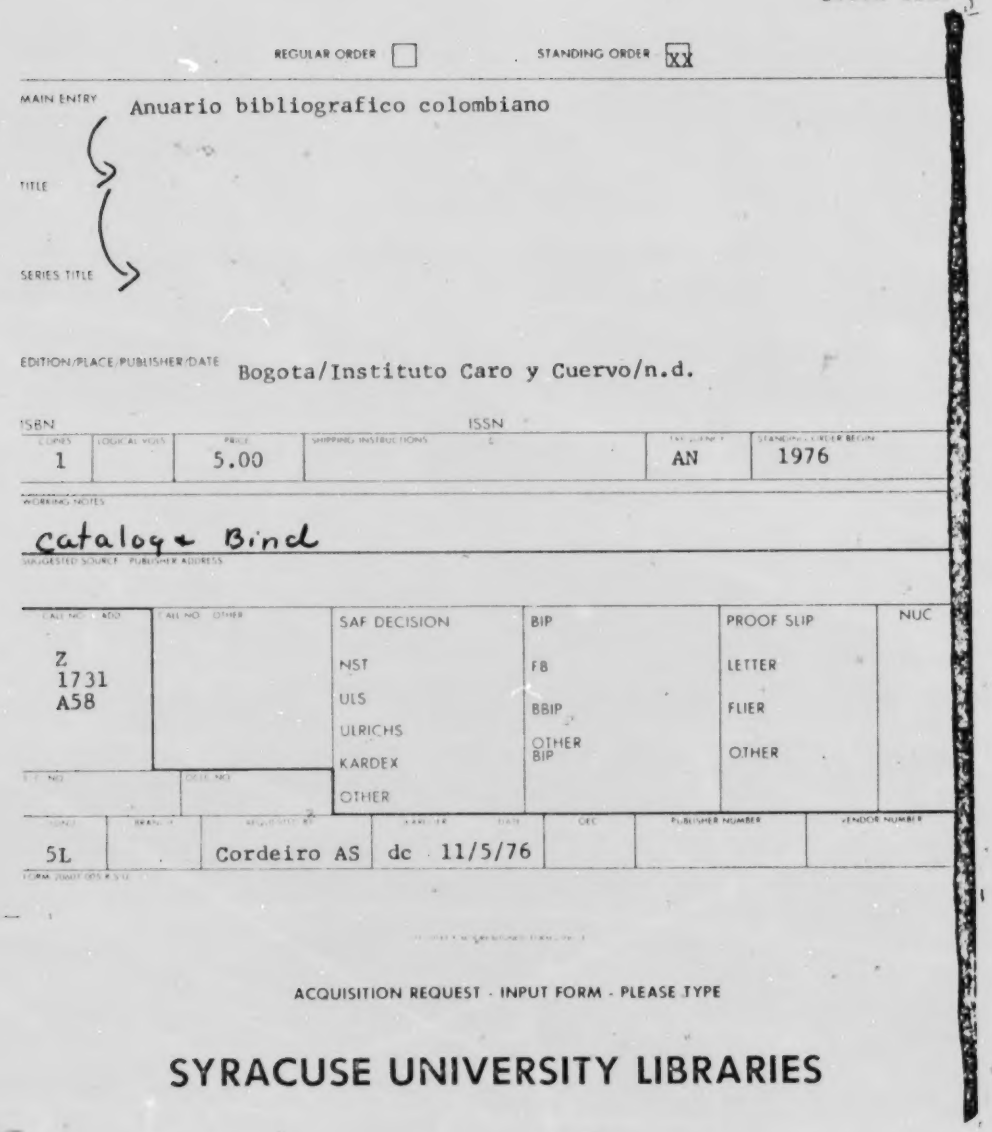
ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS

EXAMPLE - STANDING ORDER FOR SERIAL (ANNUAL OR LESS FREQUENT--EXPECT PUBLICATION TO CONTINUE INDEFINITELY)

Green line



REGULAR ORDER ☐ STANDING ORDER ☒ XX

MAIN ENTRY / TITLE / SERIES TITLE: Anuario bibliografico colombiano

EDITION/PLACE/PUBLISHER/DATE: Bogota/Instituto Caro y Cuervo/n.d.

ISBN ISSN

COPIES	LOGICAL VOLS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1		5.00		AN	1976

WORKING NOTES: catalog + Bind

SUGGESTED SOURCE - PUBLISHER ADDRESS

CALL NO. - LCC	CALL NO. - OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
Z 1731 A58		NST ULS ULRICHS KARDEX OTHER	F8 BBIP OTHER BIP	LETTER FLIER OTHER	

FY - NO	ORDER NO

FUND	BRANCH	REQUESTED BY	VENDOR	DATE	DEC	PUBLISHER NUMBER	VENDOR NUMBER
5L		Cordeiro AS	dc	11/5/76			

FORM 70407 OES 8 5 U

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS

EXAMPLE - STANDING ORDER FOR CONTINUATION (SET TO BE COMPLETE AT SOME UNKNOWN DATE)

REGULAR ORDER ☐ STANDING ORDER ☒

MAIN ENTRY Corelli, Arcangelo

TITLE Historisch-kritische gesamtausgabe der musikalischen werke

SERIES TITLE Corelli, Arcangelo. Historisch-kritische gesamtausgabe der musikalischen werke

EDITION/PLACE/PUBLISHER/DATE Koeln/Arno Volk/n.d.

ISBN ISSN

COPIES	LOGICAL VOLS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1		22.75		IR	1st pub. vol.

WORKING NOTES

5 volume set plus a supplement volume

SUGGESTED SOURCE / PUBLISHER ADDRESS

Harrassowitz

CALL NO. ADD	CALL NO. OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
	M 3 C82 1965	NST	FB	LETTER	
		ULS	BBIP	FLIER attached	
		ULRICHS	OTHER BIP		
		KARDEX		OTHER	
		OTHER			

FUND	BRANCH	REQUESTED BY	SEARCHER / DATE	CPU	PUBLISHER NUMBER	VENDOR NUMBER
2M		Seibert Mus.	LL 10/15/76			

FORM 2000 (REV 8 '75)

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS

EXAMPLE - STANDING ORDER FOR MEMBERSHIP

(INCLUDE A SEPARATE ORDER REQUEST FORM FOR EVERY ITEM RECEIVED ON MEMBERSHIP)

REGULAR ORDER ☐ STANDING ORDER ☒

MAIN ENTRY
Association of Mathematics Teachers of New York State. Membership

TITLE

SERIES TITLE

EDITION/PLACE/PUBLISHER/DATE Central Islip/Association of Math Teachers of NY/n.d.

ISBN ISSN

COPIES	LOGICAL VOLS	PRICE	SHIPPING INSTRUCTIONS	FREQUENCY	STANDING ORDER BEGIN
1		7.50			1977

WORKING NOTES
Receive journal: New York State Mathematics Teachers Journal

SUGGESTED SOURCE - PUBLISHER ADDRESS
Assn. of Math Teachers of NY, 22 Satinwood St., Central Islip, Ny 11725

CALL NO ADD	CALL NO OTHER	SAF DECISION	BIP	PROOF SLIP	NUC
		NST	FB	LETTER	
		ULS	BBIP	FLIER attached	
		ULRICHS	OTHER BIP	OTHER	
		KARDEX			
		OTHER			

FUND NO	BRANCH	REQUESTED BY	ORDERED BY / DATE	LIST	PUBLISHER NUMBER	STANDING NUMBER
7M		Rude Math	gd 10/5/76			

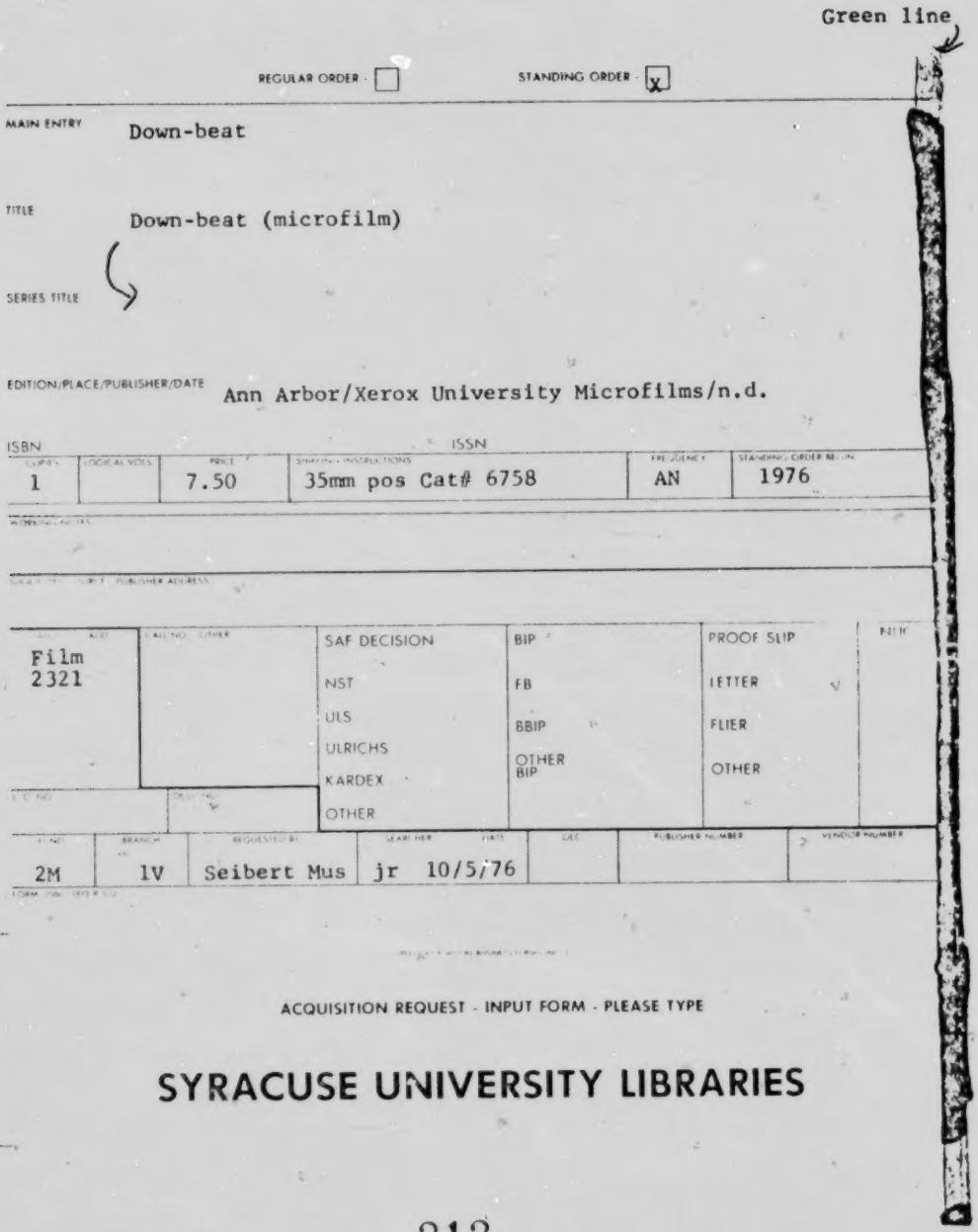
FORM 3080 REV 5-75

ACQUISITION REQUEST - INPUT FORM - PLEASE TYPE

SYRACUSE UNIVERSITY LIBRARIES

STANDING ORDERS

EXAMPLE - STANDING ORDER FOR NON-BOOK MATERIAL



STANDING ORDERS

SAMPLE - COMPUTERIZED FORM FOR STANDING ORDERS

SYRACUSE UNIVERSITY LIBRARY

BOX A
SYRACUSE, NEW YORK U.S.A. 13210

USE ABOVE ADDRESS ON ALL INVOICES, SHIPMENTS AND CORRESPONDENCE
REPORT IF NOT AVAILABLE
INVOICE IN TRIPLICATE
SEND SURFACE MAIL UNLESS OTHERWISE SPECIFIED
N.Y. STATE SALES TAX EXEMPTION NO. EX-126098
ORDER VALID 12 MONTHS ONLY

VENDOR NAME AND ADDRESS

PURCHASE ORDER NO. XXXXXXXXX

Note: There is an additional restriction for periodicals which appear in the Print Art of Periodicals Currently Received. The Number takes only 63 characters

MAIN ENTRY- } 150

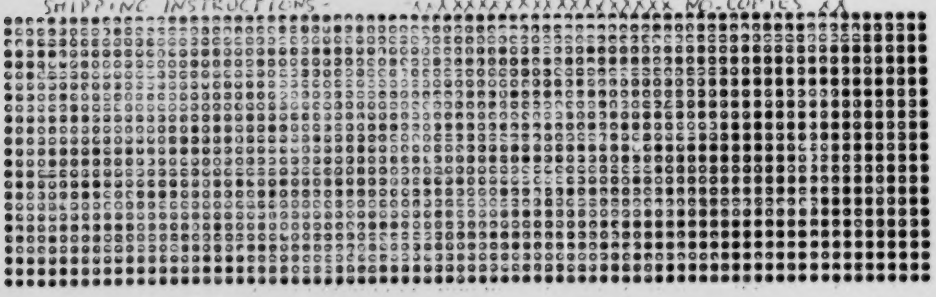
TITLE- } 150

SERIES TITLE- } 150

PUBLISHER-

TO BEGIN- XXXXXXX 7 "forbidden" - prints automatically
UNTIL- XXXXXXXXXXXX
NOTE- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 38

SHIPPING INSTRUCTIONS- XXXXXXXXXXXXXXXXXXXX NO. COPIES XX 20



FOREIGN LANGUAGE BIBLIOGRAPHIC TERMS WITH ABBREVIATIONS

	YEAR	FASCICLE	NUMBER	PART	VOLUME	TOME	SERIES
FRENCH	année	fascicule fasc.	numéro no.	partie ptie.	volume v.	tome t.	série sér.
ITALIAN	anno	fascicolo fasc.	numero n.	parte pt.	volume v.	tomo t.	serie ser.
SPANISH	año	fascículo fasc.	número no.	parte pt.	volumen v.	tomo t.	serie ser.
PORTUGUESE	ano	fascículo fasc.	número no.	parte pt.	volume v.	tomo t.	série ser.
GERMAN	Jahrgang Jahrg.	Liererung Lfg.	Nummer Nr.	Teil Abteilung T. Abt.	Band Bd.	Heft	Serie Ser.
RUSSIAN	god	tetrad'	vypusk	chast'	tom	tom	seriia

STANDARD ABBREVIATIONS

Months

January	- Ja	May	- My	September	- S
February	- F	June	- Je	October	- O
March	- Mr	July	- Jl	November	- N
April	- Ap	August	- Ag	December	- D

Cities

New York	- N. Y.
Washington, D. C.	- Wash.

States (AACR)

Ala.	Mont.
Alaska	Neb.
Ariz.	Nev.
Ark.	N. H.
Calif.	N. J.
Colo.	N. M.
Conn.	N. Y.
Del.	N. C.
Fla.	N. D.
Ga.	Ohio
Hawaii	Okla.
Idaho	Or.
Ill.	Pa.
Ind.	R. I.
Iowa	S. C.
Kan.	S. D.
Ky.	Tenn.
La.	Tex.
Me.	Utah
Md.	Vt.
Mass.	Va.
Mich.	Wash.
Minn.	W. Va.
Miss.	Wis.
Mo.	Wyo.

States (Post Office)

AL	MT
AK	NB
AZ	NV
AR	NH
CA	NJ
CO	NM
CT	NY
DE	NC
FL	ND
GA	OH
HI	OK
ID	OR
IL	PA
IN	RI
IA	SC
KS	SD
KY	TN
LA	TX
ME	UT
MD	VT
MA	VA
MI	WA
MN	WV
MS	WI
MO	WY

Other Place Names

Alberta	- Alta.	Nova Scotia	- N. S.
British Columbia	- B. C.	Ontario	- Ont.
Canada	- Can.	Puerto Rico	- P. R.
England	- Eng.	Quebec	- Que.
Germany	- Ger.	Saskatchewan	- Sask.
Great Britain	- Gt. Brit.	Scotland	- Scot.
Ireland	- Ire.	Union of Soviet Socialist Republics	- USSR
New Brunswick	- N. B.	United States	- US
New Zealand	- N. Z.		

ABBREVIATIONS - GENERAL

Abhandlung	- Abh.
Abteilung, Abtheilung	- Abt., Abth.
Academy	- Acad.
accompaniment	- acc.
afdeling	- afd.
American	- Amer.
and	- &, ø
annuaire	- ann.
annuario	- ann.
anuario	- an.
arranged	- arr.
Auflage	- Aufl.
Ausgabe	- Ausg.
Band	- BD.
Bearbeitet	- Bearb.
bibliography	- bibl.
biography	- biog.
British	- Brit.
bulletin	- bull.
Bureau	- Bur.
capitolo	- cap.
catalog, catalogue	- cat.
Compagnia	- Cia.
Compagnie	- Cie.
Company	- Co.
compiler	- comp.
copyright	- c
Corporation	- Corp.
departement	- dep.
Department	- Dept.
diccionario	- dicc.
dictionary	- dict.
directory	- direct.
dissertation	- diss.
Division	- Div.
edition	- ed.
editor	- ed.
encyclopedia	- encycl.
English	- Engl.
enlarged	- enl.
et cetera	- etc.
facsimile, -s	- facsim., facsims.
fascicle	- fasc.
folio	- fol.
government	- govt.
Government Printing Office	- G. P. O.
herausgegeben	- hrsg.
His (Her) Majesty's Stationery Office	- H. M. S. O.
id est	- i.e.
imprenta	- impr.
imprimerie	- impr.
including	- incl.
incorporated	- inc.
Institute	- Inst.
Institute of Electrical and Electronic Engineers	- I.E.E.E.
International	- Int.
jahrgang	- jahrg.
katalog	- kat.
kniha	- kn.
knjiga	- knj.
Lieferung	- Lfg.
literature	- lit.
litterature	- litt.
Madame	- Mme.
manuscript, -s	- MS., MSS.
miscellaneous	- misc.
Mister	- Mr.
Mistress	- Mrs.
museum	- mus.
Nachfolger	- Nachf.
national	- nat.
neue Folge	- n. F.
new series	- new ser.
New Testament	- N. T.
no date (of publication	- n.d. or s
no place (of publication	- n.p. or s
North Atlantic Treaty Organization	- NATO
nouveau, nouvelle	- nouv
number, -s	- no.
numbered	- numb.
numer	- nr.
numero (French)	- no
numero (Italian)	- n.
numero (Spanish)	- no.
numero (Swedish)	- n:o
Nummer	- Nr.
nummer	- nr.
nuovamente	- nuov.
Old Testament	- O. T.
opus	- op.
page, -s	- p.
part, -s	- pt.
parte	- pt.

ABBREVIATIONS - GENERAL (cont.)

partie	- ptie.
preface	- pref.
preliminary	- prelim.
Press	- Pr.
printing	- print.
privately printed	- priv. print.
Proceedings	- Proc.
pseudonym	- pseud.
publication (s)	- pub (s)
report	- rept.
Reverend	- Rev.
reviderade	- revid.
revised	- rev.
ročnik	- roc.
rocznik	- rocz.
rok	- r.
Senior	- Sr.
série	- ser.
series	- ser.
sešit	- ses.
sestavil	- sest.
sine nomine (no publisher)	- s. n.
sine locus (no place)	- s. l.
society	- soc.
Superintendent of Documents	- Supt. of Docs.
supplement	- suppl.
Teil, Theil	- T., Th.
Territory	- Ter.
title page	- t.p.
tome	- t.
tomo	- t
translator	- tr.
United Nations	- UN
United Nations Economic, Social and Cultural Organization	- UNESCO
University	- Univ.
volume, -s	- v.
wydanie	- wyd.
wydawnictwo	- wydawn.

FOREIGN LANGUAGE ARTICLES

	Definite Article		Indefinite Article
	Singular	Plural	Singular
French	le, la, l'	les	un, une
Italian	il, lo, la, l'	i, gli	un, uno, una
Spanish	el, la	los, las	un, una
Portuguese	o, a	os, as	um, uma
German	der, die	die	ein, eine
Dutch	de, het	----	een, n'
Swedish	den, det	de	en, ett
Latin	----	----	----
Russian	----	----	----
Polish	----	----	----
Finnish	----	----	----

Subject: Technical Procedures - Maintenance

Section: II.D

Pages: II.D-1 - II.D-15

Effective Date: June 1, 1977

Revised Date:

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CATALOGING TRANSMITTAL SLIP

DATE SENT:

FROM (Dept., Name, Extension):

TO (Person and/or Dept.):

CALL NO. (if not a new title):

PLEASE ROUTE THIS ITEM TO:

☐ CATALOG MAINTENANCE

Transfer location to: ☐

Withdrawal ☐

Reclassify/Recatalog ☐
(Please attach searching slip)

☐ MONOGRAPH ACQUIRED CATALOGING

Added copy ☐
New title ☐

☐ SERIALS CATALOGING

Add ☐
Transfer location to: ☐

Withdrawal ☐
New title ☐
Reclassify/Recatalog ☐
(Please attach searching slip)

☐ MARKING

Please re-mark ☐

Please replate ☐

COMMENTS:

Incompletely filled-out slips will be returned to sender.

MAINTENANCE OF COLLECTIONS

Occasionally there will be discrepancies between the call number or location symbol on an item and the information on a catalog card; or there may be some error in the description of the bibliographic characteristics of an item on a catalog card or in SULIRS. Additional problems might include: duplicate cataloging, duplicate call numbers, duplicate copies; marking errors where books contain conflicting call numbers on the spine and the inside of the book and/or the catalog cards; and reinstatements where missing books which were withdrawn in the past reappear on the shelves.

These and similar problems, whether they are noticed at the branch libraries or at Bird Library, should be sent for correction to Catalog Maintenance.

Specific procedures for reclassification, transfers and withdrawals are detailed on the following pages. In all cases when items are sent for correction, the problem to be corrected must be clearly stated on a cataloging transmittal slip, a sample of which is shown on the preceding page.

WITHDRAWALS

Each department may send down as many withdrawals as it has unless notitied otherwise.

MONOGRAPHS - MISSING VOLUMES

Send Catalog Maintenance the circulation search card which has been pulled from the Circulation files and at least the shelf list card. If possible, pull the entire card set for items totally withdrawn. No substitution card is necessary unless there are other copies listed on the shelf list that will not be withdrawn. If a substitution card is required, fill in call number, main entry, title, individual's initials and date. Clearly indicate which copies or volumes are being withdrawn. If an item is to be replaced, also indicate that fact. Catalog Maintenance will do any necessary file maintenance on SULIRS.

Branch libraries should send Catalog Maintenance a xerox copy of their shelf list with complete information about copies or volumes being withdrawn.

MONOGRAPHS - VOLUMES ON SHELF

Send Catalog Maintenance the book, a cataloging transmittal slip and at least the shelf list card, leaving a substitution card when necessary. Again, if possible, pull the entire card set from the central catalog.

Branch libraries should also send the actual book to Catalog Maintenance, along with a xerox copy of their shelf list.

Catalog Maintenance will cross out, in red, the copy numbers or volume numbers being withdrawn on the shelf list card. If there are other items still in the collection, the shelf list card is refiled in the central catalog. A file of shelf list cards for items totally withdrawn is kept in Catalog Maintenance, in call number order.

SERIALS - MISSING VOLUMES

Send Catalog Maintenance the search card for the missing item. Do not pull any cards. Clearly indicate which copies or volumes are to be withdrawn. Branch libraries should send a xerox copy of their shelf list with complete information about copies or volumes being withdrawn.

SERIALS - VOLUMES ON SHELF

Send Catalog Maintenance the volumes and a transmittal slip indicating instructions for withdrawal. Branch libraries should send volumes to be withdrawn, a transmittal slip and a xerox copy of their shelf list.

RECLASSIFICATION

MONOGRAPHS

Monographs generally will not be reclassified from one LC call number to another. Any request for reclassification either within LC or from Dewey to LC must have the prior approval of the Catalog Maintenance Librarian. Procedures will be explained after approval has been granted. There may be marking errors on a book, two or more books marked with the same call number, etc. Such books should be sent to the Catalog Maintenance office with an explanation of the problem.

SERIALS

Serial reclassification requests must be discussed in advance with the Serials Cataloger before any action is taken. If there is consensus that a serial should be reclassified, the Serials Cataloging Unit will perform all tasks involving pulling and changing shelf list and catalog cards.

TRANSFERS

MONOGRAPHS & SERIALS

Items that are to be transferred to a different location should be sent to the Catalog Maintenance Unit with a transmittal slip. SULIRS records and the card catalog will then be updated to reflect the new location. Material to be put in a reference collection, or monographs to be removed from reference, should also be sent to Catlaog Maintenance. Any marking changes necessary on the book will be made by Catlaog Maintenance.

Transfers of entire collections from one place to another must be approved in advance by the Assistant Director for Collection.

CORRECTION OF SULIRS RECORDS

The quality of the records in SULIRS to a large extent determines how valuable a tool it will be. It is just as necessary to follow standards of entry and format as it is to write legibly when preparing or correcting SULIRS records. Fortunately, for the sake of quality, since September 1976, SULIRS records for books that have been cataloged on OCLC are updated automatically each month as the magnetic tapes from the two systems are matched against each other. To further ensure that SULIRS records are of a consistently good quality, corrections to any bibliographic records will be authorized only by Catalog Maintenance. Corrections to periodical, accounting, order or header records will be authorized only by Acquisitions. It is extremely important to report errors discovered on SULIRS either to Catalog Maintenance or Acquisitions, as appropriate, because that is the best way to eliminate or correct the many bad records of the past. Some general instructions and specific standards are described on the following pages.

GENERAL INSTRUCTIONS

All requests to correct SULIRS records should be indicated on the file maintenance form, a sample of which is shown on the following page. The completed forms which request changes to bibliographic records should be sent to Catalog Maintenance; changes to orders, headers, periodicals, or accounting records should be sent to the Acquisitions Department. Under no circumstances should file maintenance forms be sent directly to Data Control for input.

Do not send file maintenance for new material which has been received and cataloged within the past three months; these records will be updated through OCLC on a monthly basis.

Check the status code before requesting file maintenance on a record (see page I.B-50). If the status code is CNL, CNV, DEL, MIS or WDN, the book must be sent to Catalog Maintenance along with the file maintenance slip.

All information should be typed or printed legibly. Be especially careful when writing the following characters as they are the most frequently subject ot misinterpretation.

a, d
B, 8
c, e
g, q
G, 6
h, n
H, 4
i, l, 1, 7
n, m, r
O (letter, 0 (zero) - letter O should be written with a slash, i.e., Ø
Ø, 0, D
S, 5
U, V
Z, 2

FILE MAINTENANCE CONTROL NUMBER _____

/_7 CHECK TO DELETE RECORD & GIVE REASON _____

Please circle C to indicate change or D to indicate deletion of field and fill in as needed.

C D TITLE _____

C D MAIN ENTRY _____

C D SERIES TITLE _____

C D CALL NUMBER _____ C D BRANCH CODE _____

C D OTHER (SPECIFY) _____

C D OTHER (SPECIFY) _____

NAME/DEPT./DATE _____

/_/ CHECK HERE IF YOU DO NOT WANT CARDS AND/OR LABELS RETURNED TO YOU FL 672 rev 773

CORRECTION OF SULIRS RECORDS (cont.)

COMPLETION OF FILE MAINTENANCE FORM

If you are using a file maintenance form (as opposed to correcting a revision listing for the Acquisitions List), refer to the sample on the preceding page and follow the instructions below:

The control number must be supplied; it is the only access to the record in the file maintenance program. Any form sent in without a control will be returned.

Deletions of an entire record may be requested if an item in the uncataloged collection is being withdrawn. Deletions may not be requested for material which has a status code of cataloged; instead such items should be processed according to the procedures for withdrawals. Requests for deletions of orders should be sent to Acquisitions. No other deletions will be permitted without prior consultation with the Catlaog Maintenance Librarian.

To change or delete a field within a record circle either C or D. T.1 and M.1 may not be deleted. If you are changing or deleting a title or main entry other than T.1 or M.1, indicate which is to be changed, e.g., T.3 or M.2 and write out the change to be made in full. If you are deleting an incorrect call number you must replace it with the correct number, unless it is uncataloged material. Please refer to the following pages for specific standards before completing the form.

When using the "other" lines, please specify which field you want changed or deleted and complete new information in full.

All file maintenance slips must show the initials and department of the sender and the date.

Specific Standards for call numbers are described on the next page. All other specific standards are described in the section on preparation of the order request form.

CORRECTION OF SULIRS RECORDS (cont.)

SPECIFIC STANDARDS - CALL NUMBERS

Only LC, Dewey, or valid non-book call numbers should appear in the call number field. Other information for which there is no designated field, e.g., PL-480 designation, should be put in the working notes.

Call numbers should be written out exactly as they are to be input, including correct spacing, punctuation, volume numbers, copy numbers, etc.

Library of Congress call numbers:

B2353.29.T38R578 1971. v.1 no.3 suppl. c.2

That is, the number is written out including the decimal, within the numeric portion (if applicable); the decimal point before the first cutter is included, and there are no spaces until copy number, final date, etc. Commas are not used in call numbers the way they sometimes are in OCLC after a volume number. Spaces should separate each additional segment of the call number, i.e.,

TR895.C3 1974 v.1 no.3

A space is also used before a copy number, i.e.,

PT 2985.C3R7 c.2

Three exceptions:

1. Call numbers in the incomplete K classification (Law) which appear in the card catalog as

   K__
   B396
   L84

   should be written for SULIRS as

   K .B396L84

   that is, two spaces after the K and the decimal point is included before the first cutter. Other parts of the K schedule, e.g., KF3976.28.P86L29, fall under the general rubric for LC call numbers.

CORRECTION OF SULIRS RECORDS (cont.)

SPECIFIC STANDARDS - CALL NUMBERS (cont.)

2. Call number with dates before the cutter line, e.g.,

   JK
   671
   1961
   U58

   should be written for SULIRS as JK671 1961.U58

   that is, leave one space before the date and include the decimal before the first cutter.

3. If the call number includes years and months, as for serials, the format is as follows:

   TR395.R6 Jan-Je 1975

   TR395.R6 v.6 1975/76

   that is, with a dash between months and a slash between years.

DEWEY DECIMAL CALL NUMBERS

329.735.C32 1950 653.F88i c.4 711.925.A2 v.5

The number is written out including the decimal within the numeric portion (if applicable); the decimal before the first cutter is given and there are no spaces except one space before a final date, volume or copy number. For old symbol Dewey numbers, the symbol is not put in front of the call number; instead, it is noted in the working notes.

Location designations such as Ref. or Sci. Col. should never be input as part of the call number. Location should be accurately indicated in the branch loan code.

CARDS AND LABELS PROCEDURES

Cards and labels are produced by the computer and provide a tangible way to connect the SULIRS record and the item (see sample on preceding page). Labels are used for shelving and identification and cards are used for circulation. It is extremely important, therefore, that the cards and labels and book be matched correctly.

Never put cards and labels over those that may already be on a book. Instead, follow the procedure suggested below:

Check the control number and the call number on the book against the control number and the call number on the new card:

If they match, discard the new card and labels.

If the control number on the book is different from the one on the new card and labels, write (in pencil) the book's control number on the new card pocket and send to Catalog Maintenance.

If the control number on the book is a 90 million number, pull off the old labels and discard. Send the computer card to Circulation so the 90 million number can be deleted from their file, and then apply the new card and labels to the book.

If there are already cards and labels on a book on the shelf with the exact same control number as the new card and labels, but the call number differs, send the book and the new card and labels to Catalog Maintenance.

If the card in the book has the same control number, but there is no call number typed and punched on the card, check to see if the call number on the new card matches the call number on the spine of the book. If it does match, put the new card in the book pocket and discard the old book card and the new labels. If the call number on the new card does not match the call number on the spine of the book, send the book and the new card and labels to Catalog Maintenance.

If cards and labels are received for a book which cannot be located, check the Central shelf list, particularly to verify copy numbers and location information.

If there is a shelf list card with the same call number, indicating we do have the book, check Circulation files. If the book is out, put a hold on it. If the book is not in Circulation, research periodically on the floor.

If there is no shelf list card, send card and labels to Catalog Maintenance.

Send all requests for file maintenace for discrepancies and errors involved with cards and labels, e.g., branch loan codes, call number punctuation, etc., to Catalog Maintenance in accordance with the procedures outlined on page II.D-8.

BINDING AND REPAIR

Much of the material acquired by the libraries is received in a condition that is less than satisfactory to provide adequate protection for that material. Other material that has been bound at one time may have deteriorated and will need either repair or rebinding to insure its preservation. In general, the responsibility for maintaining the physical quality of the collection rests with the bibliographer who has charge of overseeing a particular subject area of the collection. In order to maintain a consistent library policy on binding, however, there is a Binding Committee composed of librarians from several departments which reviews all recommendations for binding of new serials made by bibliographers. Binding or rebinding of monographs is initiated at the discretion of the appropriate bibliographer. Minor repairs are performed in the Bindery Division or on some of the subject floors.

Once a decision has been made that an item is to be bound, it should be charged out to the bindery in circulation and then sent to the Bindery division with the form shown on page II.D-13. The procedures for binding and rebinding of serial items are described on the following pages.

BINDING/RETENTION POLICY GUIDELINES

All binding and retention decisions should be made according to four main criteria:

1. The importance of the material to the collection
2. The anticipated use of the material
3. The accessibility of the material, i.e., whether or not the material is indexed or cited in bibliographies and, if so, whether we own the index or bibliographies
4. The availability and desirability of alternative formats.

BINDING/RETENTION - MONOGRAPHIC MATERIAL

The responsibility for binding/retention dispositions rests with the individual bibliographer. Such dispositions should be indicated in the working notes of the order in the following manner:

1. When an item which is known to be a paperback is ordered, the binding disposition may be: regular bind/laminate/pressboard/review on receipt.

2. When a paperback item is received without a prior disposition, it will be placed after cataloging on the shelves adjacent to Approval Plan items for review by the relevant bibliographer and subsequent disposition. Such material will be displayed there awaiting the bibliographer's recommendation for a period of two weeks. Should no recommendation be made by the bibliographer within that time period the material will be forwarded to the Binding Committee for decision.

BINDING AND REPAIR TRANSMITTAL SLIP

DATE SENT:

FROM (Dept., Name, Extension):

AUTHOR:

TITLE:

VOL.:

YEAR:

CALL NO.:

BIND:

REGULAR ☐
PRESSBOARD ☐
LAMINATE ☐

BIND "AS IS" ☐

REBIND OR REPAIR ☐

SPECIAL INSTRUCTIONS:

Suggested color:
(First-time binding only)

Incompletely filled-out slips will be returned to sender.

BINDERY COMMITTEE RECOMMENDATION
(for periodicals & serials):

BINDING AND REPAIR (cont.)

BINDING/RETENTION - SERIAL ITEMS

1. When a new periodical or serial title is ordered, bibliographers should indicate a binding or retention recommendation in the working notes on the order form. This recommendation may be: catalog and bind after one year/or, complete volume, retain in alternate format (specify), review after one year/or complete volume, etc. Such recommendations will be reviewed by the Binding Committee.

2. For material which has accumulated for some time without a binding/retention decision, a complete volume or all unbound issues from the Periodical Reading Room shelves will be gathered together, a Binding Decision form will be affixed and the material will be shelved next to the Approval Plan material in Technical Services. Such material will be displayed there awaiting the bibliographer's recommendation for a period of four weeks. The bibliographer's recommendation will be reviewed by the Committee at its next meeting. Should no recommendation be made by the bibliographer within that time period (and barring such circumstances as illness or vacation) the material will be forwarded to the Binding Committee for decision.

3. A "sunset" review procedure should be undertaken at regular intervals for all periodical and serial items by the individual bibliographers. Detailed procedures for performing and standardizing this review mechanism need to be discussed with Collection Development personnel but the review should address such questions as retention, cancellation or continuation of the subscription, binding, alternative formats, etc., for each title.

BINDING AND REPAIR (cont.)

BINDING/RETENTION OF SERIAL ITEMS (cont.)

Material which has found its way into the collection without a binding/retention decision - Such material is forwarded by the appropriate bibliographer with a recommendation concerning its binding or retention to the Chairperson of the Committee. Thereafter procedures will be the same as for above.

Binding/retention recommendations made by bibliographers are reviewed by the Committee at its regular meetings. If the Committee questions any recommendation, the bibliographer is informed of this fact and asked to support the recommendation either in writing or in person at the next meeting.

RE-BINDING OF SERIAL ITEMS

All material considered to be a candidate for re-binding is gathered together, a Bindery Transmittal Slip (see attached) is completed and attached by the appropriate bibliographer, and this material is forwarded to the Chairperson of the Committee for consideration. Thereafter procedures will be the same as for new subscriptions. No material will be accepted in the Bindery for re-binding without the Committee's approval.

BINDING/RE-BINDING OF MONOGRAPHIC ITEMS

Monographs will be forwarded to the Bindery for both binding and re-binding by the appropriate bibliographer. Only material to which is attached a properly and completely filled out Bindery Transmittal Slip will be accepted for processing by Bindery staff.

BINDING AND REPAIR TRANSMITTAL SLIP

The Binding & Repair Transmittal Slip is to be used for all material being sent to the Bindery Preparation Unit. A sample form is shown on the preceding page. It is extremely important that the following information be provided as appropriate:

1) name and/or department of sender
2) a) in the case of a monograph: author, title and call number
   b) in the case of a periodical or serial: author and/or title, volume, year and call number
3) if the item is to be bound, the type of binding preferred.

"Class A" binding is used only for those items which cannot be bound Budget.

For Pressboard binding, the item to be bound cannot be any thicker than 3/5".

The entry "AS IS" indicates that you are aware the item is incomplete in some fashion (perhaps lacking a title page, an index, or one or more issues), but in any case you want it to be bound as it is.

In the Bindery Preparation Unit, priority is given to periodicals and books being bound for the first time. If you are planning to send a large number of rebinds or repairs, consult with the Bindery Preparation Unit first as to when the additional material could most efficiently be handled. The mending and repair service in the Bindery Preparation Unit is now functional.

Subject: Technical Procedures - Circulation

Section: II.E Pages: II.E-1 - II.E-7

Effective Date: June 1, 1977

Revised Date:

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C3/02/77 DAILY CIRCULATION LISTING - CALL NO & CONTROL NO ORDER PAGE 343

TRNSC	CATEDUE	CALL	VOL	USER NO.	CONTROL	MAIN ENTRY	TITLE	HRL
RENEW	03/15/77	NA9105.R45 C.2.		13852148015 9	090C56048	REPS, JOHN W	MAKING OF URBAN AMER	1
CHRGE	12/05/76	NA9108.G72 C.3.		21634400445 9	C90215294	GRUEN, VICTOR	HEART OF OUR CITIES	
CHRGE	02/28/77	NA9108.J17 C.5.		01848814915 9	C90228677	JACOBS, JANE	DEATH AND LIFE OF GR	
CHRGE	03/05/77	NA9108.L81 4TH ED 1968 C.		12244086825 9	C90403758	PRINCIPLES AND PRA	PRINCIPLES AND PRACT	
CHRGE	03/22/77	NA9127.B5349.		10350436715 9	C32074651	BOSTON REDEVELOPMENT AUTHO	1965/1975 GENERAL PLAN FOR THE	
CHRGE	03/09/77	NA9127.L4K45.		54268644259	C90451307	KENTUCKY UNIVERSITY	BLUEGRASS LEADERSH	
RSRV	07/04/75	NA9127.N5A28.		03025030859	C90C46842	NEWARK, N.J. CENT	RENEW NEWARK	
CHRGE	02/22/77	NA9203.C4.		14544778415 9	C90460334	DE WOLFE, IVOR	ITALIAN TOWNSCAPE	
CHRGE	03/16/77	NA9211.E413.		21246728215 9	090230928	EGOROV, YURII A	ARCHITECTURAL PLANNI	
CHRGE	03/07/77	NA9211.M5413 C.2.		21770633915 9	C32265921	MILIUTIN, NIKOLAI ALEKSAND	SOTSGOROD: THE PROBLEM OF BUIL	
CHRGE	12/09/76	NA95.A57 1973.		05132529459 9	032922952	ALDRED, CYRIL	AKHENATEN AND NEFERTITI: .CATA	
CHRGE	03/04/75	NA95.C36 1972.	SERIES	07134481459 9	03081665L	FEHL, PHILIPP	CLASSICAL MONUMENT	
CHRGE	08/06/75	NA97.A83 1951.		07134481459 9	C31906747	PAYNE, HUMFRY	ARCHAIC MARBLE SCULPTURE FROM	
CHRGE	03/22/77	NA97.R5R457.		03024807259 9	C32C16613	RHODE ISLAND SCHOOL OF DES	CLASSICAL SCULPTURE	
RSRV	01/10/77	NA99.B44.		00C05030859 9	031946314	RIEBER, MARGARETE	SCULPTURE OF THE HELLENISTIC A	
CHRGE	07/01/75	NA99.R95.	SERIES	07134481459 9	3113-005	RYDEN, EDGAR H	ANTIQUITIES IN GREEK SCULPT	
CHRGE	12/22/76	NB12.E35 1967.		10645237159 9	C90014951	CARPIO, EDGAR A	SIX GREEK SCULPTORS	
CHRGE	03/07/77	NB125.M3 PLATES.		13844088159 9	C90449853	UNIVERSITY MUSEUM, BOSTON,	UNIVERSITY MUSEUM	
CHRGE	12/22/76	NB125.R45 1963 C.3.		10645237159 9	C30239670	RICHTER, GISELA MARIE AUGU	SCULPTURE AND SCULPTORS OF TH	
CHRGE	12/04/76	NB1349.H7 1938 C.2.		07134481459 9	C90206087	JOHNSON, FRANKLIN DELPHUS	CAPODIMO	
CHRGE	12/22/76	NB115.*.V.1.		13636653159 9	C90245477	COPENHAGEN, NY CAR	PORTRAITS BUSTS: V	
CHRGE	03/22/77	NB117.S76.		07134481459 9	C90161337	STOKES, ADRIAN	STONE IMPERIAL GOLD	
CHRGE	03/09/77	NB170.S213 C.2.		56154055459 9	C90067443	SALVINI, ROBERTO	MEDIEVAL SCULPTURE	
CHRGE	02/22/77	NB197.B99 1974.		07134481459 9	C32035438	BUSCH, ALAN EDWARD	ORIGINS OF MONUMENTAL SCULPTURE: A	
CHRGE	12/22/76	NB197.M23 1973.		35020760L759 9	C31C72734	MACKAY, JAMES ALEXANDER	ANIMALIERS: A COLLECTOR'S GUID	
CHRGE	02/22/77	NB198.C13 1963.		07134481459 9	C32156561	TAFT, FELICIA	BEAR AND FROG	
CHRGE	12/22/76	NB1945.W3D3 1973.		36720760L759 9	C31C74243	DAVIDSON, MARSHALL B	AMERICAN HERITAGE HISTORY OF T	
CHRGE	02/22/77	NB237.C2.		17146522159 9	C90078747	CALDER, ALEXANDER	CALDER	
CHRGE	02/22/77	NB237.C2.	VOL.1	17146522159 9	C90078746	CALDER, ALEXANDER	CALDER, L'ARTISTE ET L'OEUVRE	
CHRGE	02/11/77	NB237.C2A3 1967.		27559317159 9	C90110317	ARNASON, H.H.	CALDER	
CHRGE	02/09/77	NB237.C2A3 1967.		12348230159 9	C90150446	ARNASON, H.H.	CALDER	
CHRGE	02/22/77	NB237.C2E2.		17146522159 9	C90078747	CALDER, ALEXANDER	CALDER	
CHRGE	02/22/77	NB237.C2E513.		17146522159 9	C31C33619	CALDER, ALEXANDER	HOMMAGE A CALDER	
CHRGE	02/22/77	NB237.C2E79.		17146522159 9	C31C33620	CALDER, ALEXANDER	SALUTE TO ALEXANDER CALDER	
RSRV	11/13/76	NB237.C8E6.		00C05030C359 9	012373877	GREENOUGH, HORATIO	FORM AND FUNCTION	
CHRGE	12/22/76	NB237.F7E33.		27546754259 9	031866541	FLOYD, DON	DON JUDD	
CHRGE	02/22/77	NB237.S7E37.		14CC01245359 9	C90291727	SMITH, DAVID	DAVID SMITH	
CHRGE	02/22/77	NB238.A753 1968.		10645237159 9	C90206844	REMBERT, PHYLLIS	ART TALKS: CONVERSATIONS WITH 1	1
CHRGE	02/22/77	NB238.A753 1968.		06544678215 9	C90227546	RUSSELL, JOHN	HENRY MOORE	
CHRGE	02/11/77	NB238.A753 1968.		24511386159 9	C90227471	MOORE, HENRY SPENCER	HENRY MOORE: 1961-1971	
CHRGE	02/11/77	NB238.A753 1968.		26790342159 9	C31355395	ARP, HANS	JEAN ARP, SCULPTOR.	
CHRGE	02/11/77	NB238.A753 1968.		26790342159 9	C31355396	ARP, HANS	JEAN ARP, SCULPTURE.	
ILL	02/11/77	NB238.A753 1968.		26790342159 9	C31355397	ARP, HANS	ARP	
CHRGE	02/11/77	NB238.C4 1968.		07134481459 9	C90227773	CHIPARO, GILBERT	HOUDON IN AMERICA	
CHRGE	02/22/77	NB238.M3 C.2.		07134481459 9	C31C01711	MALE, EMILE	ARCHITECT MALE'S	
CHRGE	02/14/77	NB238.M3 C.3.		07134481459 9	C90201319	MALE, WILLIAM H	WORLD OF REIMS 1840-	
RSRV	11/14/76	NB238.M3 C.2.		07134481459 9	C90201318	MALE, WILLIAM HARLAN	WORLD OF REIMS 1840-	
RSRV	11/22/76	NB238.M3 C.3.		07134481459 9	C90201319	MALE, WILLIAM HARLAN	WORLD OF REIMS	
CHRGE	12/09/76	NB238.S7.		07134481459 9	C90201317	SPRAGUE, ARTHUR A	REIMS SCULPTURE	
CHRGE	02/22/77	NB253.S3.		05436570259 9	C90C13633	SCHOEFFER, NICOLAS	SCHOEFFER, NICOLAS	
CHRGE	02/01/77	NB213.C7.		12735071459 9	C90C88705	CRICHTON, G.	ROMANESQUE SCULPTURE	
CHRGE	02/01/77	NB214.G6 1967.		12735071459 9	C90114176	GODFREY, FREDERIC	ITALIAN SCULPTURE	
ARP	02/10/76	NB623.H5M3 C.2.	C.1	00004310859 9	C32C76C03	HEIMANN, HIMARD	FRANCIS	
CHRGE	12/22/76	NB623.D733 V.1.		14631078759 9	C90CH8968	JANSON, HORST W	SCULPTURE OF DONATELL	

MISSING ITEMS (cont.)

COMPUTER PRINTOUTS (cont.)

3. "Call" - The complete call number, as it appears in SULIRS. Dewey call numbers file first, then LC call numbers. The beginning of the call number printout has many records lacking a call number; these records are in control number order. Records that are also lacking main entries and titles have either been erroneously deleted from SULIRS, or reflect a record which was dropped from SULIRS and put on microfiche. Records from the microfiche that circulate will eventually be put back into SULIRS, and will then appear on the printout in the regular format.

   If you are searching for an item by call number, and do not find it on the printout, check the control number printout if you have a control number. The call number may have been input incorrectly, and therefore would not appear in the correct order under call number.

4. "VOL" - This column occasionally lists a volume number for an item. However, this field in SULIRS has been used for other information as well, so it generally should be disregarded.

5. "User No." - Composed of the patron's social security number or other identifying number, plus digits representing the borrower's status - e.g., faculty, student, etc. The user number is confidential information and is never given to students or staff trying to locate a book.

6. "Control" - The complete 9-digit control number, including leading zeros; 90-Million control numbers are also listed on the printout, even though they are not on SULIRS.

7. "Main entry" - This entry may be truncated due to space limitations.

8. "Title" - This also may be truncated.

9. "HRL" - Indicates the number of renewals.

MANUAL FILE

Books which do not have computer generated cards and labels are charged out manually. The circulation cards filled out for these books are filed in call number order, with LC call numbers filing before Deweys. Also included in this file are cards indicating material that is in the bindery, and cards indicating a book is missing and is being searched for. See page II.E-7 for a sample card used in this file.

HOLD SHELF - 2nd Floor Circulation Office

As books are returned that have holds placed on them, they are shelved in call number order, LC call numbers before Deweys, until the person who wanted it has picked it up. Check with the Circulation Supervisor before removing books from this shelf.

HOLD SHELF - Behind 2nd Floor Circulation Desk

These books are being held for short periods of time for patrons and are not arranged in any particular order.

RESERVES

Each subject department is responsible for processing reserve lists for courses falling within its subject areas.

Every subject department follows the basic procedures outlined below, and has a written procedure which includes instructions for special materials where applicable.

ELS

The Engineering and Life Sciences Library processes material for reserve lists falling within its subject areas. The material is housed in ELS, and a written procedure is followed, similar to that followed in Bird Library.

BIRD LIBRARY

TO PLACE ITEMS ON RESERVE

Reserve lists are submitted by Faculty to the Reserve Desk, 2nd floor, Bird Library. Two copies of each list are made; one is sent to the Processing Assistant, Technical Services, the other to the person responsible for reserve processing on the appropriate floor.

Subject Department Processing

Lists are taken to the stacks, where all items immediately located are retrieved. A slip is placed inside each item, with the professor's name and course number. A three-part circulation form is prepared for each item without cards and labels; the white copy is placed in the back pocket of the item, the blue copy ~~is discarded~~ is kept by the subject floor, and the hard copy is sent to the Circulation Department, where it is punched with the appropriate semester punch, and placed in the circulation files. All items are then sent to the Processing Assistant in Technical Services.

Material missing from the stacks is searched in the holding rooms, in the Reserve area, and in the circulation files. If still not located, a ~~one~~ Two week search is made, after which a new copy is ordered 'Rush Reserve'. Items not currently owned by the Library are also ordered 'Rush Reserve'. When received, they are routed directly to the Processing Assistant from rush cataloging.

RESERVES (cont.)

Subject Department Processing (cont.)

Journal volumes containing requested articles are located, and slips are made with the professor's name, course number, and code (assigned by the Reserve Desk), and the complete journal citation. The volumes are sent to Copy Services, where the articles are copied and sent to the Processing Assistant, and the journals are returned to the stacks. Journal articles not located are searched for one week, and then requested through Interlibrary Loan Office. Articles in journals which are not currently owned by the Library, are ordered immediately from the Interlibrary Loan. When received, these articles are sent to the Subject Area Circulation Assistant. A slip with the relevant information is attached to each article, and the articles are sent to the Processing Assistant in Technical Services.

Technical Services Processing

The Processing Assistant is responsible for checking the items received from the floors, Copy Services, and the Acquisitions Department, against the reserve lists. All Bird Library books without metal detectors are so plated.

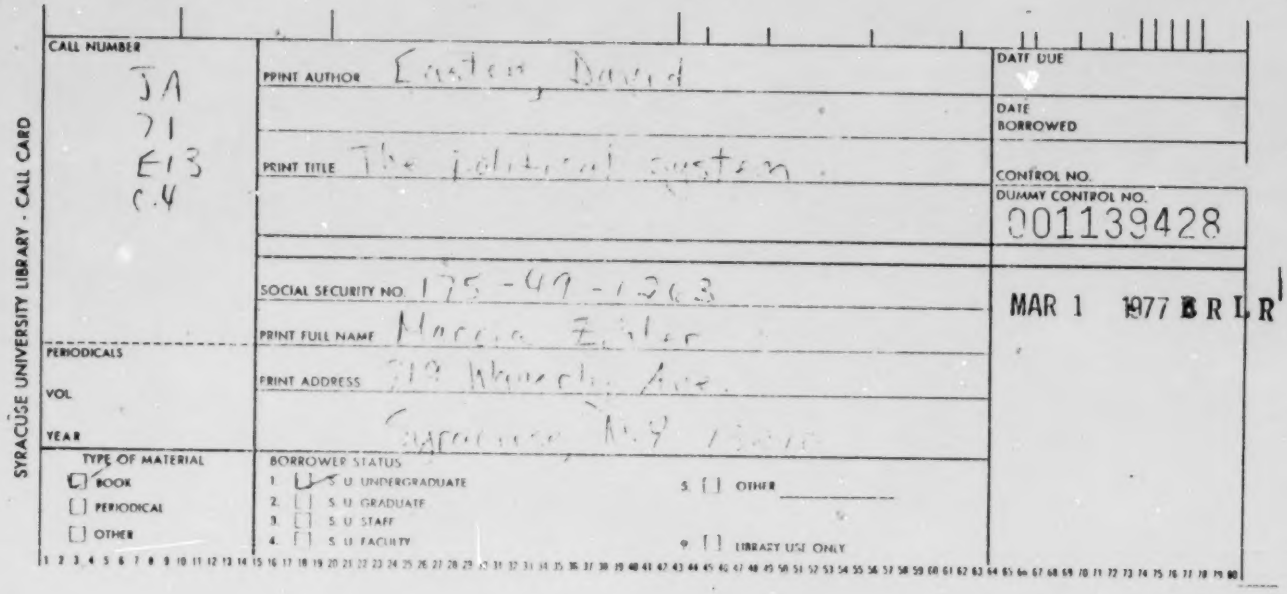
A sticker indicating the type of reserve, (1-day, 2-day, etc.), is placed on the article and on the outside of the folder. In addition, a book pocket is attached to the color-coded card which is then placed in the pocket at the back of the folder.

Reserve Desk Processing

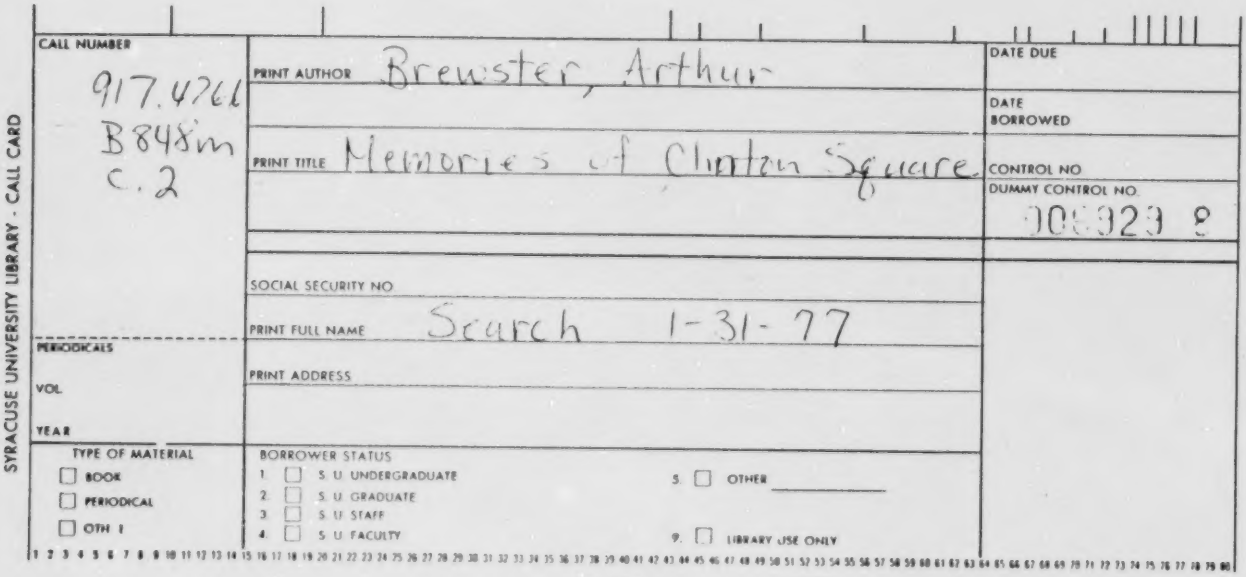
All material is then sent to the Reserve Desk. The lists are updated, dots are placed on each item, and all items are sent to the Circulation Desk, where they are charged to reserve, and finally returned to the Reserve Desk to be shelved.

SAMPLE MANUAL CHARGE CARDS

1. For book charged out.



2. For missing item being searched.



Subject: Technical Procedures - Inventory

Section: II.F Page: II.F-1 - II.F-11

Effective Date: June 1, 1977

Revised Date:

Table of Contents for the use of Section II.F Inventory of the Collections

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Inventory of Circulation Files	II.F-6
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Review Missing Items for Replacement Decision	II.F-9
Sample Inventory Control Cards	II.F-10
Sample Statistical Report	II.F-11

INVENTORY OF THE COLLECTIONS

Inventory of the collections may be conducted from time to time on a library wide basis, but more frequently, individual floors will conduct local inventories. In either case, the procedures to be followed will be the same. These procedures are described in detail on the following pages. The sequence described is the sequence that should be followed in conducting the inventory. WHILE AN INVENTORY IS IN PROGRESS, NOTHING SHOULD BE SHELVED IN THE STACK AREA CONCERNED.

SHELFREADING

Department concerned should assign people to read shelves and make sure items are in correct shelflist order immediately before inventory begins.

Shelflist readers should leave a sign in shelving room indicating a moratorium on shelving of items in area to be inventoried until inventory in that area is completed.

Shelflist readers should report to inventory supervisor when shelfreading is complete so that the inventory may begin.

SHELFREADING

Department concerned should assign people to read shelves and make sure items are in correct shelflist order immediately before inventory begins.

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Shelflist readers should report to inventory supervisor when shelfreading is complete so that the inventory may begin.

INVENTORY OF VOLUMES ON STACKS AND IN SHELVING ROOM

A two-person team should remove a drawer from the shelflist file and leave a card in the drawer space indicating where the drawer will be. The Head of Catalog Coordination or the Head of Catalog Maintenance should be notified before the drawer is removed. A maximum of two drawers may be removed at any one time. They may not be taken before 9:00 a. m. and must be returned by 4:30 p. m. the same day. This is to permit Technical Services staff time for normal filing operations and for consultation by the cataloging staff. Please be sure the rod is in the drawer when it is returned to the shelflist and cards are in their proper order.

One person reads shelflist cards while other person searches shelves. Card reader gives complete call number and any volume and/or copy numbers listed on card. Card reader waits for shelf reader's response.

ITEMS LOCATED

If all items are located, no further steps necessary.

ITEMS NOT LOCATED

If all items are not located, circle missing volumes and/or copies on the shelflist card in pencil and flag the card with red marker.

ITEMS WITH NO SHELFLIST CARD - CALL NUMBER OK

If shelf reader finds item on stacks for which there is no shelflist card and the call number inside item agrees with call number on outside cover, the following procedures should be followed:

1. Fill out yellow inventory control card and pull item from stacks.

2. After inventory of stacks and circulation files is completed, take items with no shelflist card to author/title catalog to search for main entry and title cards.

3. If main entry and title cards found and call numbers agree, record search results on inventory control card and send card and item to catalog maintenance to have shelflist produced.

4. If main entry and title cards found and call numbers disagree, record search results on inventory control card and give card and item to appropriate bibliographer to be handled as a snag.

5. If main entry and title cards not found, record search results on inventory control cards and check withdrawn shelflist.

INVENTORY OF VOLUMES ON STACKS AND IN SHELVING ROOM (cont.)

ITEMS WITH NO SHELFLIST CARD - CALL NUMBER OK (cont.)

6. If card is found in the withdrawn shelflist, record search results on inventory control card and give to appropriate bibliographer for decision on reinstatement.

   If bibliographer decides to reinstate, inventory control card should be marked "reinstate" and item and card sent to catalog maintenance.

   If bibliographer does not want to reinstate item, it should be removed from the collection and discarded.

7. If no card is found in the withdrawn shelflist, record search results on inventory control card, give card and item to appropriate bibliographer to be (a) searched for cataloging, or (b) withdrawn.

   If cataloging copy is found, bibliographer will send item with copy to catalog maintenance to have new cards produced. If no copy is found, bibliographer will handle as snag.

   If item is to be withdrawn, send to Catalog Maintenance so a dummy shelflist can be made for the withdrawn file.

   Catalog Maintenance will not produce a new card set with Dewey call numbers. If LC copy is found, the book will be reclassified. See page II.D.4 for procedures for reclassifications.

   If LC copy is not found, bibliographer will handle as a snag. If item is to be withdrawn, send to Catalog Maintenance.

ITEMS WITH NO SHELFLIST CARD - CALL NUMBER NOT OK

If shelf reader finds item on stacks for which there is no shelflist card and the call number inside the item does not agree with call number on outside cover, the following procedures should be followed:

1. Fill out yellow inventory control card and pull item from stacks.

2. After inventory of stacks and circulation files completed, take items with no shelflist card to shelflist and try to locate card which agrees with number inside item.

3. If found, record correct call number on inventory control card and send item to marking for relabeling.

4. If no shelflist found which agrees with call number inside item, search author/title catalog for main entry and title cards.

INVENTORY OF VOLUMES ON STACKS AND IN SHELVING ROOM (cont.)

ITEMS WITH NO SHELFLIST CARD - CALL NUMBER NOT OK

5. If main entry found, record correct call number on inventory control card and send card and item to Catalog Maintenance to have shelflist produced. (Item may have to be relabeled.)

6. If no main entry found, follow steps listed on page II.F-3-4 (Items with No Shelflist Card - Call Number OK).

7. Check SULIRS record to determine if call number on record agrees with corrected call number on item. If it does not agree, send file maintenance slip to Catalog Maintenance, along with the book if that is being sent.

ITEM IN OTHER LOCATION

If shelf reader finds book dummy on stacks indicating a different location, fill out inventory control card to be checked after drawer completed.

If item found in correct location, nothing else necessary.

If item not found in correct location, search for missing.

When entire drawer is finished and all items without shelflist cards are pulled from stacks and have inventory control cards, take drawer to shelving room to search for items missing in stack inventory. Check drawer. Additional places to check include: bindery, reference collections, branch collections, and oversize.

After checking all necessary locations, team takes drawer to circulation files.

INVENTORY OF CIRCULATION FILES

1. Team takes shelflist drawer to circulation files to search for flagged items. See page II.G-2.3 for explanation of circulation files.
2. If current circulation record found, pull flag from shelflist card, erase any penciled notes pertaining to that item (or copy of that item).
3. If current circulation record not found or if all copies of item not accounted for, go to next step.
4. Search the "hold" shelves. (See page II.E-4 for further explanation.)
5. If item found on hold shelves, pull flag from shelflist card, erase any penciled marks.
6. If item not found on hold shelves, go to next step.
7. Search Reserve Room.
8. If item found in Reserve Room pull flag from shelflist card and erase any penciled note. Inform Circulation Supervisor to make circulation card for item in Reserve Room.
9. If item not found in Reserve Room go to step 13.
10. If you find item in circulation files which has no shelflist:
    a. Fill out yellow inventory control card.
    b. Fill out "hold" card in circulation, so item will be sent to you when it is returned .
    c. After book is returned, follow procedures outlined ~~in Section B~~ on p. II F. 3-4 for items without shelflist cards.
11. If you find item in Reserve Room which has no shelflist, follow steps for 10 above.
12. Take statistics before returning the shelflist drawer to catalog. For each L.C. class or D. D. C. subdivision record the following:
    a. Classification
    b. Date of search
    c. Number of titles searched
    d. Number of titles found
    e. Number of titles not found
    f. Number of books (items) missing
    g. % of titles missing
    h. % of books (items) missing

INVENTORY OF CIRCULATION FILES (cont.)

13. Make out a blue inventory control card for all flagged shelflist cards. Each floor will keep a file of items missing in inventory.

14. Remove all flags from shelflist and return drawer to shelflist. Remove sign from shelflist.

SEARCHING FOR MISSING INVENTORY ITEMS

1. All items and copies of items not located in original inventory will be searched over a one (1) year period according to the following time schedule:

   a. First search to be made two months after original inventory.

   b. Second search to be made three months after first search completed.

   c. Third and final search to be made seven months after second search completed.

2. Searcher looks for missing items in stacks.

   a. Items located - pull inventory control card from departmental file and discard. Adjust statistics.

   b. Items not located - note which items or copies of items still missing. Proceed to circulation files.

3. Searcher looks for missing items in circulation files.

   a. Item located - pull inventory control card from departmental file and discard it. Adjust statistics.

   b. Item or copies of items not located - note which items still missing, record date of search, return card to departmental file. Record statistics for missing items.

4. Repeat steps 2 and 3 above for second and third searches.

5. Items not located after third search will be declared lost and their records will be withdrawn from the public catalogs.

6. After third search is completed, batch inventory control cards for missing items and give to appropriate bibliographer.

REVIEW MISSING ITEMS FOR REPLACEMENT DECISION

1. Replacement decisions should be made by appropriate bibliographer as soon as possible after the end of the inventory year.

2. Replacement decisions should be made by appropriate bibliographer before records for missing items are withdrawn from the catalog.

3. Inventory control cards for missing items should be given to the appropriate bibliographer after completion of the final inventory search.

4. Bibliographer must decide to replace or not. If item is to be replaced (and is in print or available from out-of-print source), bibliographer should write TO BE REPLACED in REMARKS section of inventory control card.

5. Send inventory control cards and shelflist cards, indicating whether an item is to be replaced, to Catalog Maintenance for withdrawal.

6. For withdrawals that are being replaced:

   a. Only a book classified in L. C. will be treated as a replacement; if it is in Dewey, the new book will be treated as a regular order.

   b. Follow procedures for standard withdrawals. Clearly indicate to Catalog Maintenance that an item is being replaced. If there are multiple copies or volumes involved, indicate whether all or part of them are being replaced.

   c. Catalog Maintenance will keep the entire card set, file a green-banded white substitution card in the shelflist indicating the item is being replaced, and file maintenance will be done in SULIRS.

   d. When the acquired catalogers get a replacement volume, they will check the shelflist. If a green-banded substitution card is found, they check the card set in Catalog Maintenance. If the replacement volume is the same edition, it will be added to the shelflist and the cards refiled in the union catalog. If it is a different edition, the old card set will be discarded and the shelflist card filed in the withdrawn file. The acquired cataloger will then order new cards for the book.

   e. Card sets for withdrawals being replaced will be kept by Catalog Maintenance for one year. After that time it will be assumed the book is not available, and the card set will be thrown out and the shelflist filed in the withdrawn file.

INVENTORY CONTROL CARD

INVENTORY CONTROL CARD FOR ITEMS WITH MISSING SHELFLIST

CALL NO.	AUTHOR:	OPTIONS/SOURCES	YES	NO
		Book mismarked?		
		Check call no.		
		Author/title cat.		
	TITLE:	Cards found?		
		Correct call no.?		
		SEARCH FOR COPY		
		Mansell (vol. page)		
CORRECTED CALL NO.	COPY:	NUC (vol., page)		
		OCLC		
		SULIRS		
		Record correct		
	REMARKS:	Record incorrect		
		No record		
		ACTION TO BE TAKEN		
ACCESSION NO.		Remark book		
		Produce shelflist		
		Produce main entry		
	INVENTORY DATE:	Produce completed set		
		Correct SULIRS		
		Create SULIRS record		

INVENTORY CONTROL CARD FOR MISSING ITEMS IN THE STACKS

CALL NO.	AUTHOR:	CHECKING	1st	2nd	3rd
		SHELVING ROOM			
	TITLE:	DEPT. REF. SECTION			
	VOLUME:	OVERSIZE			
	COPY:	CIRC. FILES			
ACCESSION NO.		RESERVE			
	REMARKS:	BINDERY			
		WDN. CAT.			
	INVENTORY DATE:	INITIALS AND DATE			

STATISTICAL REPORT

STATISTICAL REPORT ON _____ INVENTORY SEARCH

		No. Searched		No. Found on Stacks		No. Found Circ. File		No. Found Reserve		No. Found Others		Not Located	
Class	Date	Titles	Vols.	Titles	Vols.	Titles	Vols.	Titles	Vols.	Titles	Vols.	Title	Vols.

GLOSSARY

NOTE: Bibliographic tools are described in section II.B.

AACR - Anglo-American Cataloging Rules

The current rules used in cataloging and establishing forms of entry.

Adds

There are two types of adds at Syracuse University Libraries - serial adds and duplicate copy adds.

A serial add occurs when a serial title has already been cataloged and catalog cards already exist for that title. When new volumes of that serial are received, the volume number or numbers are added to the holding card in the serials shelf list. No new catalog cards will be necessary. A duplicate copy add occurs when an exact copy of an item for which there are cards in the card catalog is acquired.

Annual

A title which is published repeatedly, at one-year intervals.

Approval Plan

A plan by which we receive automatically one copy of every book published by a specified list of publishers, that matches the requirements of our subject profile. Only current imprints are received. Books received on this plan are subject to approval by bibliographers and may be returned if not suitable.

Bibliographic Tool

A publication used to verify the bibliographic data of a publication, ie.e., author, title, publisher, date, etc.

Bibliography

A list of books, records, films, etc., usually limited by subject.

Blanket Standing Order Plan

A plan by which we receive automatically one copy of every book published by a specific publisher in specified subject areas. Only current imprints are received. Books received on this plan are not subject to approval and may not be returned.

Branch Loan Code

A code which represents the location of a book, especially an uncataloged book. It consists of the same two-character codes as the Fund Code. However, the Branch loan code may be different from the Fund Code.

Call Number

The unique number identifying the place where a book is shelved. Most call numbers are devised so that the books can be shelved in a subject arrangement.

Claim

A request sent to follow up material which has been ordered, and is overdue for receipt. Claims are sent for one-time purchase orders, and for standing orders.

Classification

A system used by a library to organize material on the shelves in a clear and logical arrangement. Syracuse University Libraries have used the Library of Congress (LC) classification system since 1962. This is an alpha-numeric system which groups books by subject. Many of the books acquired prior to 1962 remain classified in the Dewey Decimal system. This system uses only numbers to form the subject part of the call number.

Continuation

1) A work issued as a supplement to one previously issued.
2) A part issued in continuance of a book, serial or a series.

Control Number

A unique number which serves to identify an individual item. When an order is placed, the control number is assigned. The control number appears on SULIRS as the first in the series of three numbers in the A line.

Corporate Body

Any organization or group of persons that is identified by a name and that acts as an entity.

Deposit Account

An account with a government or agency against which we may charge the purchase of certain items.

Depository Arrangement

Arrangement by which the library is legally designated to receive U. S. government publications. Syracuse University is a Selective Depository Library and therefore receives only certain of these publications.

Detail

A record on SULIRS for an actual item received.

Disposition Decision

All new periodical orders must include a bibliographer's disposition decision such as catalog and bind, review after one year or keep current year only. All disposition decisions are subject to approval by the Binding Committee.

Document

A government publication.

Edition

All the copies of a work which are issued with no substantial change in the text, format or make-up. If substantial changes are made, the work is considered a different edition. Cf. Printing.

Entry Type Code

First letter of the three-letter Object Expense Code, indicating the type of material.

File Maintenance

A change to any information on the computer file, whether to bibliographic data, codes, or financial information.

Fund Code

A code which represents a subject department, and subject breakdown within each department. Used to break down statistics and expenditure information. The code consists of two characters: a department number and a subject letter.

Header

A record on SULIRS which identifies a standing order or an order for multiple pieces of a set or serial.

Imprint

The edition, place of publication, name of publisher and date of publication of a work.

International Standard Book Number (ISBN)

Unique number identifying publisher and publisher stock number. Used when ordering material and for identification. Also referred to as Standard Book Number (SBN).

International Standard Serial Number (ISSN)

The unique 8 digit number assigned to a serial. Listed in the Bowker Serials Bibliography, and Irregular Serials and Annuals.

Kardex

A card file used to keep records of standing orders.

LC

Commonly used abbreviation for the Library of Congress.

Library Master File

The computer file which stores bibliographic, status and location information for almost all library material. Contains no financial information. The information is available to users through the SULIRS program.

Library of Congress Card Number

Number by which one may order catalog cards produced by the Library of Congress. Also serves as a unique reference number to the bibliographic information for a specific book.

Location Number

A number assigned to an item after receipt and used in shelving uncataloged items.

Main Entry

The person or corporate body who has primary intellectual responsibility for the content of a work. Main entry may be a title if no person or group can be cited. The catalog card filed under the main entry contains the only complete bibliographic record and all tracings.

MARC Format

Machine-Readable Cataloging format. Detailed rules and format for computer storage of bibliographic data.

MARC Format Code

The one letter code which represents the physical format of material. The third letter in the Object Expense Code.

Membership

A standing order arrangement by which the library "belongs" to an organization in order to receive those publications which it sends to its members.

Microform

Generic term for material which is published so that it can only be read with magnification. Includes microfilms, microfiche, and microcards.

Monograph

A work, collection or other writing that is complete in itself.

Newspaper

A serial disseminating current general news.

Object Expense Code

A three-letter code which indicates (1) the type of material (2) the type of order (3) the MARC format. Used in the computer file for every title to develop statistics, and explain expenditures.

OCLC

Ohio College Library Center in Columbus, Ohio. Syracuse University Library is connected, by terminal and telephone line, to OCLC's computer-based shared cataloging system. By use of the computer terminal, we create and order catalog cards.

On-Line

A programming system that enables the user to retrieve information directly from a data base.

Periodical

A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which normally contains separate articles, stories or other writings. Newspaper, disseminating general news and the proceedings, papers or other publications of corporate bodies primarily related to these meetings are not included in this term.

Printing

A group of copies of a work reissued with NO changes. There may be several printings of the Edition.

Proof Slip

A slip containing Library of Congress cataloging information for an item.

Regular Order

An order for a single item or set of items which is expected to be completely filled upon receipt of the specific number of items ordered.

Replacement

An add, serial or duplicate copy, which replaces missing or withdrawn material. See definition for add.

Reprint

A republication of material, usually by other than the original publisher.

Restricted Account

A term applied to funds outside the normal book budget such as endowments, ets.

Serial

A publication issued in successive parts bearing numerical or chronological designations and intended to be issued indefinitely. Serials include periodicals, newspapers, annuals (report, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc., of societies and numbered monographic series.

Series

A number of separate works issued in succession and related to one another by the fact that each bears a collective title generally appearing at the head of the title page, on the half title or on the cover; normally issued by the same publisher in a uniform style, frequently in a numbered sequence, often termed "monograph or monographic series".

Series Authority File

A card file which records the authoritative expression of a series title, its call number when appropriate, and information about how this library catalogs the series.

Set Number

The middle number in the series of three numbers in the A line of SULIRS. The set number serves to tie all pieces of one order together.

Shelf List

A card catalog arranged by call number.

Source Document

A form used to record bibliographic and other information for material received other than on firm orders.

Standard Book Number

See International Standard Book Number.

Standing Order

An order for all volumes published in a series or all issues of a serial as published. Usually begins with a given date or volume number and continues to be received until the order is cancelled.

Status Code

The code on SULIRS which indicates the current condition of an item or an order.

SULIRS

The Syracuse University Libraries Information Retrieval System - a sub-system of SULIS that lists all material which the library has ordered, received and cataloged. SULIRS usually does not include periodicals, documents, or slides. See Section IB 24-50 for detailed information.

SULIS

The Syracuse University Libraries Information System - a computer supported data handling and retrieval system which includes a number of sub-systems providing in-process control, circulation control and information retrieval capability.

Terminal

The 'middle man' that connects the user with the computer. Information may be typed on paper (e.g., DEC-10 typewriter terminal) or displayed temporarily on a television screen (e.g., OCLC terminal - called Cathode Ray Tube or CRT terminal).

Tracing

The record on the main entry catalog card which indicates additional headings under which the publication is represented in the card catalog.

Uncataloged Collection

A collection of material in every subject department for which no cataloging is available. Material is shelved by location number and is available for circulation.

Union

Relating to all the libraries within a system, not just one unit. As in Union Catalog.

Vendor Number

A unique number assigned by the Syracuse University Libraries system to each vendor from whom we purchase material.

Vendor

An agency or individual from whom the library purchases material. Not necessarily the publisher.

Volume

One physical and/or bibliographic unit of a serial.

Withdrawn

Describes a copy of a work which is no longer in the Library. All manual records have been removed. The computer file indicates that the title has been "WDN".

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